

Please read the following instruction and notes carefully before completing this form

1. For verification purpose, the authorised person is required to produce the following document during collection:
 - a. Completed authorisation form for collection of Certificate / Academic Transcript
 - b. A copy of the graduate's NRIC (both sides) or Passport
 - c. The authorised person's NRIC or Passport
2. The authorised person is required to settle any outstanding fees on behalf of the graduate.
3. Aventis School of Management, including its staff members, shall not be held responsible for any loss or damages to the Certificate / Academic Transcript after the authorised person has collected the items.

SECTION A : APPLICANT'S PARTICULARS AND AUTHORISATION	
Name of Student/Graduate	NRIC/FIN/Passport No.
Email	Mobile Phone
Course Title	
<p>I, the undersigned applicant, hereby authorize the person stated in section B to collect the Certificate and/or Academic Transcript on my behalf. The person is also authorized to settle any outstanding fees/fines/equipment on my behalf.</p> <p>I declare I have read and understood the instructions and notes stated above</p>	
_____ Signature of Applicant	_____ Date
SECTION B : PARTICULARS OF AUTHORISED PERSON	
Name	NRIC/FIN/Passport No.
Email	Mobile Phone
Address	
SECTION C: SIGNATURE OF AUTHORISED PERSON (TO BE SIGN AT THE POINT OF COLLECTION)	
<p>I have collected the Certificate/Academic Transcript on behalf of the above stated applicant.</p>	
_____ Authorised Person's Signature	_____ Date