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**COLLECTION OF ACADEMIC SCROLL ON BEHALF VIA REPRESENTATIVE**

Date :

Director

Academic And Students Affairs Division

International Islamic College

Dear Sir/ Madam,

**COLLECTION OF SCROLL & ACADEMIC TRANSCRIPT ON BEHALF VIA REPRESENTATIVE**

I am a graduate of International Islamic College. My personal particulars are as follows :

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Matric No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MyKAD/ Passport No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HP No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby authorise the following person to collect my scroll and academic transcript on my behalf :

Name of Representative : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(In capital letter)*

MyKAD/ Passport No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attached herewith is the certified documents for your reference :

1. Copy of graduand’s matric card
2. Copy of graduand’s MyKAD/ Passport
3. Copy of representative’s identity card

I hereby agree that IIC will not be held responsible for any damages or lost of the academic scroll collected on my behalf.

Thank you.

Yours sincerely

…………………………………………… .............................................................. (Graduate’s Signature) (Date)