



National Public School, Gottigere
Academic Year 20 ___ - 20 ___

Annexure
E

REQUEST FOR TRANSFER CERTIFICATE

Date: _____

Dear Principal Ma'am,

We request you to kindly issue Transfer Certificate to my ward _____
_____(full name as per registration) studying in Class & Section _____ at your
School. This TC is required on account of _____

(relocation to another city/admission to other Institute/other reasons)

Any other requests/concerns: _____

DECLARATION BY THE PARENT

Information specified for requisition of TC is true and factual, to the best of my knowledge.

Father's Name : _____ Mother's Name: _____

Father's Signature: _____ Mother's Signature: _____

Father's Contact Number: _____ Mother's Contact Number: _____

Father's Mail ID: _____ Mother's Mail ID: _____

Signature of the Parent during Submission of Annexure E: _____ Date: _____

Signature of the Office In charge: _____ Date: _____

Approved for Issue with Instructions: _____

(Principal Signature)

Instructions to fill the form:

- **This form must be filled only by the parents, duly signed, and submitted at the SCHOOL OFFICE.**

Signatures of both the parents are mandatory.

- **In case any one of the parents is unable to sign this form, a hard copy of a handwritten/ typed authorization letter, requesting the issue of TC, duly signed, must be scanned and sent from your registered mail id to info@npstj.com.**
- **All data for the issue of TC will be taken from the office records.**
- **TC will be issued by the second week of April.**
- **The Transfer Certificate will be handed over ONLY to parents.**