**Application for Certified True Copy**

**I wish to apply certified true copy for:**  Registration Certificate:

Trading Certificate:

COE / DCE:

Others (Please specify)

|  |  |  |  |
| --- | --- | --- | --- |
| **Particulars of Applicant** | | | |
| Name (In Block Letters, as in identity card/passport) | | NRIC / Passport No. | |
|  | |  | |
| Address | | Telephone No. | |
|  | |  | |
| Nationality | | Date of Birth | |
|  | |  | |
|  | | | |
| **Particulars of Replacement Documents/ Damaged Certificate** | | | |
| Document Type | Document No | | Date of Issue |
|  |  | |  |
|  | | | |
| **Declaration of Applicant** | | | |
| I declare that the particulars furnished above are correct and true to the best of my knowledge and belief and that this application is made for the issue of a certified copy of my certificate. I undertake that if I find the lost certificate, I will return the certified copy to the Registry.  Date:\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

FOR OFFICIAL USE ONLY

### DOCUMENT PRODUCED

1. Police report
2. Statutory declaration
3. Damage Certificate
4. Photograph

I have checked and found that the applicant’s particulars are in accordance with the record kept in this office. The fee \_\_\_\_\_\_\_\_ has been collected by me vide receipt No \_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_.

Signature of Officer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPLICATION APPROVED / NOT APPROVED\*

Signature of Approving Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_