**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_