



# SCAL ACADEMY

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**Passport-  
Sized Photo**  
**- Please write  
name behind  
photo & use  
paper clip to  
attach**

## REQUEST FORM FOR ISSUANCE OF THE FOLLOWING DOCUMENTS

COMPANY NAME (If Applicable): \_\_\_\_\_  
(公司名)

NAME OF PARTICIPANT: \_\_\_\_\_  
(姓名)

NRIC / WORK PERMIT NO.: \_\_\_\_\_ CONTACT NO.: \_\_\_\_\_  
(身份证/ 工作准证号码) (联络号码)

	<input type="checkbox"/> Request of ID Pass (申请ID卡)	<input type="checkbox"/> Request of Certificate (申请文凭)
Course Title: (课程名称)		
Course Date: (课程日期)		
Certificate / Serial No.: (文凭号码)		

SIGNATURE: \_\_\_\_\_  
(签名)

DATE: \_\_\_\_\_  
(日期)

- **FIRST APPLICATION** of ID Pass (MOM Courses): **S\$10.00** per copy / 首次申请: S\$10.00
- **FIRST APPLICATION** of ID Pass (WSQ Courses): **S\$15.00** per copy / 首次申请: S\$15.00
- **DUPLICATE** of ID Pass / Certificate: **S\$50.00** per copy / 复制 ID卡/ 文凭: S\$50.00
- **DUPLICATE** of Certificate of Attendance (Workshop / Seminar): **S\$20.00** per copy  
复制 Seminar / Workshop 文凭: S\$20.00
- **DUPLICATE** CSOC Pass: **S\$30.00** per copy / 复制 CSOC卡: S\$30.00  
(Police Report **MUST** be submitted for duplication of CSOC Pass & WSQ SOA/ 必须提供一张警察报案复印本)

\* Please **attach a copy of Result Slip / Certificate / WSQ Statement of Attainment** for ID pass application.  
(ID卡申请, 必须提供一张文凭复印本)

### FOR OFFICIAL USE ONLY

AMOUNT: \_\_\_\_\_

COLLECTED BY: \_\_\_\_\_

CASH / CHEQUE NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

RECEIPT NO.: \_\_\_\_\_

INVOICE NO.: \_\_\_\_\_

**\*Collect after ( )**