

COLLECTION OF SCROLL & ACADEMIC TRANSCRIPT ON BEHALF VIA REPRESENTATIVE

Date:

Head
Assessment & Examination Division
Institute of Professional Development
Open University Malaysia
Level 9, Block C, Complex Kelana Jaya Centre Point
Jalan SS 7/19 Kelana Jaya
47301 Petaling Jaya
Selangor

Dear Sir,

COLLECTION OF SCROLL & ACADEMIC TRANSCRIPT ON BEHALF VIA REPRESENTATIVE

I am a graduate of IPD-OUM 13th Awards Ceremony. My personal particulars are as follows:

Name : _____
Matriculation No. : _____
Identity Card No. : _____
Programme : _____
Telephone 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)
Identity Card No : _____
Telephone No : _____
Relationship : _____

Attached herewith is the certified documents for your reference :

1. Copy of graduand's matriculation card
2. Copy of graduand's identity card
3. Copy of representative's identity card
4. Copy of payment receipt for graduand who did not attend the convocation (**RM90.00 per person**)

I agree that IPD-OUM will not be held responsible for any damages or lost of the scroll and academic transcript collected on my behalf.

Thank you.

Yours sincerely

Signature of Witness*

.....
Name of graduand

.....
Name & Official Stamping

* Only public sector officer from A group or Commissioner of Oath can sign as witness