



NATIONAL PUBLIC SCHOOL
KALKERE, BANGALORE
ACADEMIC YEAR: 20__ - 20__

Annexure

T

REQUEST FOR TRANSFER CERTIFICATE

INSTRUCTIONS TO FILL THIS FORM

- This form must be filled **only by parents**, duly signed, and submitted **at the office**. **Signature of both the parents is mandatory.**
- If a parent is unable to sign this form, a hard copy of a handwritten/ typed authorisation letter, requesting the issue of TC, duly signed, must be scanned and sent from your registered mail id to **admin@npskalkere.com**
- All data for the issue of TC will be taken from the office records.
- TC will be issued by the end of the academic year.
- The Transfer Certificate will be handed over **ONLY to parents**.
- For any concerns or clarifications, kindly send an email to **admin@npskalkere.com**

Dear Principal

Date: DD/MM/YYYY

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/country/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: _____

Signature of the Parent/Student during Submission of Annexure T: _____ Date: DD/MM/YYYY

Signature of the Office In charge: _____ Date: DD/MM/YYYY

Approved for Issue with Instructions: _____

(Chairman/Principal Signature)