



# PEICAI SECONDARY SCHOOL

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27 Jun 2023

Reference No.: 345/2023

Dear parents/guardians,

## 4B3 Collection of School Graduation Certificate (SGC)

1. Your child/ward's School Graduation Certificate (SGC) is ready for collection. The collection details are as follows:

<b>Dates</b>	13 Jul (Thu) – 14 Jul 2023 (Fri)
<b>Time</b>	2:30pm – 5:00pm only
<b>Attire</b>	Appropriate attire

2. Upon reaching school on the day of collection, you child/ward would need to sign in at the security post and proceed to the Reception Desk in the school foyer to collect his/her SGC.
3. Please note that collection is strictly between 2:30pm and 5:00pm. Your child/ward would not be able to collect the SGC at any other timings.
4. If your child/ward is unable to collect his/her SGC personally on the above dates, he/she would have to book another date here to collect the SGC. The booking for an alternative date for collection must be made **at least 2 days** in advance. Do note that collection time is strictly between 2:30pm to 5:00pm on the selected date.
5. If you or your child/ward is unable to collect the SGC, you may authorise a proxy to collect on your child/ward's behalf. To do so, kindly fill in the details in the Letter of Authorisation and have the proxy bring along the completed Letter of Authorisation.
6. Do contact your child's/ward's Form Teacher or the General Office at 62884159 should you require further details or clarifications. You could also email the school at [peicai\\_ss@moe.edu.sg](mailto:peicai_ss@moe.edu.sg).
7. Thank you.

Yours sincerely

Mr Shue Pei Yan  
Vice-Principal