

(TO BE SUBMITTED THROUGH THE CLASS TEACHER)

To
The Principal / Headmistress
Ummat Public School
Austinabad / Middle Point

APPLICATION FOR TRANSFER CERTIFICATE

Sir/Madam,

Please issue Transfer Certificate of my Son/Doughter. The related information is given below.

1. Name of the Student.....
2. Class & Section.....Admission No.....
3. Mother's Name.....
4. Father's Name.....
5. Date of Birth.....
6. Fees Paid (Date and Month).....
7. Date of Leaving School.....
8. Reason for Leaving School.....
9. Present Address of Parent.....
.....
10. No Due's statement is to be obtained from the following teachers in charge.....
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Signature of the Teacher

- a) Sport and Games
- b) Library
- c) Computer
- d) Labs

11. Attendance Signature of Class Teacher

I hereby certify that the above statement is correct.

Your's faithfully

Name : Sig. of Parent/Guardian

Address:

Contact No: