

UPDATING OF PARTICULARS

Instructions:

1. This form is to be completed by student for updating of personal particulars.
2. Students who request for a change in name are to submit in an updated photocopy of their NRIC / Passport / deed poll as supporting document.
3. **Students who are company-sponsored and wish to have a re-direction of correspondence to their residential are to submit in a copy of written approval by their company.**

SECTION A: REQUEST FOR CHANGE ON PARTICULARS (Please ✓ where applicable)			
<input type="checkbox"/> Update of Address	<input type="checkbox"/> Update of Contacts	<input type="checkbox"/> Change of Name	<input type="checkbox"/> Re-direction of Correspondence

SECTION B: UPDATES ON PARTICULARS (*Please ✓ where applicable)		
Name		Compulsory Field
NRIC / FIN / Passport No.		Compulsory Field
Programme Title		Compulsory Field
Batch No.		Compulsory Field
Home Address		<input type="checkbox"/> Default Mailing Address*
Handphone No.		
Office Tel / Ext No.		
Home Tel No.		
Email Address		
Company Address		<input type="checkbox"/> Default Mailing Address*
Designation		
_____	_____	
Signature of Student	Date	

FOR OFFICIAL USE ONLY	
_____	_____
PE's ID & Signature	Date Updated

NB: All information provided are treated with strictest confidentiality and are meant for internal use only.