

REQUEST FOR REPLACEMENT OF PASS/CARD

This form may take you 5 minutes to fill in.

You will need the following information of the participant to fill in the form:

- NRIC no. (for Singaporean and Malaysian only) or passport no. (for other nationalities)
- Work Permit No. & Date of birth
- Nationality

Notes:

- The replacement is only for passes issued by BCA Academy.
- Please attach the following items with the duly completed request form:
 - ◆ Police Report
 - ◆ One recent passport-size photograph
 - ◆ A clear photocopy of the following document of the course participant:
 - 1) NRIC for Singaporean or Malaysian
 - 2) Work Permit or Passport for other nationality

Normal service

A non-refundable search fee of **\$21.40** (with GST) will be charged. The replacement pass/card would be ready for collection 2 weeks from the date of request

Express service

A non-refundable search fee of **\$64.20** (with GST) will be charged. The replacement pass/card would be ready for collection on the 3rd working day afternoon from the date of request.

Particulars of Course Participant

Name of course participant making request: _____

NRIC / Passport No.: _____ Nationality: _____

Work Permit No.: _____ Date of birth: _____

Telephone: _____ Mobile Phone: _____

Please attach
passport size
photo

Replacement of Pass For: (Please tick)

- | | |
|---|--|
| <input type="checkbox"/> Supervision of Metal Scaffold Erection | <input type="checkbox"/> Installation of Structural Supports for Air-con Condensing Units |
| <input type="checkbox"/> Explosive Powered Tools Operation | <input type="checkbox"/> Metal Scaffold Erection |
| <input type="checkbox"/> Gas Mains Fitter Course | <input type="checkbox"/> Gas Mains Lead Fitter Course |
| <input type="checkbox"/> PE Pipe Distribution System | <input type="checkbox"/> Recognising Hazards in Deep Excavation Temp. Retaining Structures for Workers |

Date of Pass Issued: _____

Declaration

I hereby declare that the particulars given above are true and correct in every aspect.

Authorisation

I hereby authorise _____ NRIC / Passport Number _____

to collect the pass on my behalf. His / Her contact number is _____.

Signature / Date

Pass collected by: Name: _____ Signature / Date: _____

For Official Use

Processing Officer / Date: _____

Cashier / Date: _____ Receipt No.: _____

Replacement Pass Prepared By: _____