

REQUEST FOR REPLACEMENT OF SOC PASS

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) or passport no. (for other nationalities)
- Date of birth & Nationality
- Work Permit No.

Notes:

- Please pay by NETS / cash card / credit card.
- The replacement is only for SOC pass 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
 - 2) Work Permit or Passport for other nationalities
- Please note that SOC pass not collected within 3 months after the request date will be disposed off.

Please tick: **Normal Service**

A non-refundable search fee of **\$5.35** (with GST) will be charged.
The pass would be ready for collection 2 weeks from the date of request.

Express Service

A non-refundable search fee of **\$16.05** (with GST) will be charged.
The pass would be ready for collection on the 3rd working day afternoon from the date of request.

Particulars of Course Participant

Name of participant: _____

NRIC / Passport No.: _____ Nationality: _____

Work Permit No.: _____ Date of Birth: _____

Telephone: _____ Mobile Phone: _____

Date of Course & Instruction Medium: _____

Please attach
passport size
photo

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: _____