



**National Public School, Hosur Road**  
**Academic Year 20\_\_\_\_ - 20\_\_\_\_**

**Annexure**

**F**

**REQUEST FOR TRANSFER CERTIFICATE**

**Date :** \_\_\_\_\_

Dear Principal,

We request you to kindly issue Transfer Certificate to my ward \_\_\_\_\_

\_\_\_\_\_ ( full name as per registration) studying in \_\_\_\_\_ (Class &Section)

at your school. This TC is required on account of \_\_\_\_\_

\_\_\_\_\_  
(relocation to another city/ country/ admission to another Institution/ other reason)

**Any other requests/concerns:** \_\_\_\_\_

Aadhar No. of the Student: \_\_\_\_\_

Name and address of the joining school: \_\_\_\_\_

**DECLARATION BY THE PARENT**

**I hereby declare that the information specified for requisition of TC is true and factual, to the best of my knowledge .**

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Father's Signature \_\_\_\_\_ Mother's Signature: \_\_\_\_\_

Father's Contact No: \_\_\_\_\_ Mother's Contact No: \_\_\_\_\_

Address: \_\_\_\_\_

Signature of the Parent/Student during Submission of Annexure F: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Office In-Charge: \_\_\_\_\_ Date: \_\_\_\_\_

----- For office use -----

**Approved for Issue with Instructions:** \_\_\_\_\_

(Chairman/ Principal Signature)

**\*Please read the instructions mentioned overleaf carefully before submitting the form**

**\*Incomplete forms will not be processed**

**Instructions to fill the form:**

- This form must be filled only by parents, duly signed, and submitted at the office.
- **Signature of both the parents is mandatory.**
- Copy of Aadhar Card to be attached.
- In case any one of the parents is unable to sign this form, a hard copy of a handwritten/ typed authorization letter, requesting the issue of TC, duly signed, must be scanned and sent from your registered mail id to [info@npshrd.com](mailto:info@npshrd.com)
- All data for the issue of TC will be taken from the office records.
- TC will be issued by the end of the academic year. (First week of April).
- **The Transfer Certificate will be handed over ONLY to parents.**
- For any concerns or clarifications, kindly send an email to [info@npshrd.com](mailto:info@npshrd.com)