

Date:

The Principal
The Indian School
Kingdom of Bahrain

Sir

Sub: Request for Certificates Mentioned Below

I request you to issue me the following certificate (s) for my ward.

Name:..... GR No..... Class & Div

Board Exam Roll No. (X) Board Exam Roll No. (XII)

Sl. No.	Certificates	Charges	Tick in appropriate Column
1	Duplicate Transfer Certificate for the year.....	BD 10/-	
2	Duplicate Report Card for the academic year.....	BD 1/-	
3	Transcript for the academic year (please specify I TERM/ II TERM/ ANNUAL / PREDICTED MARKS)	BD 1/-	
4	Recommendation Letter from 1)..... 2)..... 3)	BD 1/-	
6	Course and Conduct Certificate (for DASA)	BD 1/-	
7	Study Certificate	BD 1/-	
8	Others certificates (Please specify)	BD 1/-	
9	Attestation of Certificates / Additional copies of transcript	500 Fills per copy	
10	Model Exam Mark Sheet	NIL	

Thanking You

Yours faithfully

Name of the Parent: Signature:

Telephone No (L): (R)..... (O).....

Receipt No..... Date:..... Amount Paid:

Note:

- Please attach copy of the mark statement for the transcripts
- For Duplicate certificates please attach copy of original issued
- For course and conduct certificate (please specify subjects studied)

For Office Use

Principal : Approved / Not Approved