



Our Reference: PHS/2020/T1/021

3 Feb 2020

Dear Parents/Guardians,

REGISTRATION OF NATIONAL REGISTRATION IDENTITY CARD (NRIC) IN SCHOOL

Under the National Registration Regulations, all Singapore Citizens and Permanent Residents are required to register for their NRIC in the year the child attains the age of 15 years. Your child/ward is required to register for his NRIC in 2020. To provide greater convenience to our students, the registration exercise will be conducted in Presbyterian High School in the afternoon **on 18 Feb 2020 (Tuesday)**.

Two weeks before the ICA mobile team visits our school, ICA will send a NOTIFICATION FOR REGISTRATION OF NRIC to all parents/guardians whose children are due for registration. This is for parents/guardians to ensure that the registration form is completed and your child/ward will produce the original copies of the relevant documents on the date of the registration. Payment for registration fee (\$10 for Singapore Citizens / \$50 for Permanent Residents) can be made through your credit card or your child/ward's ezlink card/school smart card.

On the day of the registration, your child/ward will need to bring the following items:

- Completed registration form
- Ezlink card/School Smart Card
- Birth Certificate (one photocopy)
- One recent passport size **colour photograph (35 by 45 mm dimension)** taken against a white background and with a **matt or semi-matt finish**.
 - Eyebrows should not be covered by hair
- **** Foreign Passport with valid Re-Entry Permit - for Singapore Permanent Residents only (original and photocopy)**
- Supporting document if there is change in name:
 - Baptism / religion certificates (for inserting of religious name)
 - Deed poll (for change in name including ethnic name). **If the deed poll is executed by one parent, the other parent must execute a statutory declaration to state that he/she had consented to the name change of the child.**
- Certificate of identity - for Singapore Permanent Residents only, if any.

Please note that if your child/ward is not able to register for his NRIC in the school, he/she will be required to produce their original birth certificate and photocopies of both parent's NRIC when they register at ICA.

Registration of NRIC is a significant milestone for students and we look forward to your continued support in this exercise.

Yours sincerely,

Mr Victor Owyong
Principal