



*Quo l'esprit gère le corps
Let the mind manage the body*

Application Form : Statement of Results

For Office Use	
Receipt No	
Details (CPE /SC/HSC)	Yes / No *
Laminate	Yes / No *

A . Particulars of Candidate

- (1) Surname(Mr/Mrs/Miss)*:
- (2) Other Names:
- (3) Maiden Name (*applicable to married woman*):
- (4) Residential Address:

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Tel No

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Residence

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Mobile

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Office

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Date of Birth:

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NIC (ID No)

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B. Examination

- (1) Name of Examination:
- (2) Month & Year of Examination:
- (3) Candidate entered as: *Private / School **
- (4) School Attended: (*not applicable to Private Candidate*)

SITTING*		
1st	2nd	3rd

-
- (5) Name of Examination Centre:
- (6) Index/Candidate Number (*if known*):

C. Particulars of applicant on behalf of candidate.

- (1) Name of Applicant (Mr/Mrs/Miss)*
- (2) Relation to candidate:

(3) NIC (ID No):

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Signature:

D. Particulars of person authorised to collect statement.

Document will be available as from ath

I will collect in person / authorise Mr / Mrs / Miss *

NIC (ID No)

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to collect the Statement of Results on my behalf.

OR I request the MES to send the Statement of Results by registered post.

Signature: Date:

* *Delete as appropriate*

(Please see overleaf)

CONDITIONS FOR THE ISSUE OF STATEMENT OF RESULTS

1. Statements of Results are issued for examinations conducted by the Syndicate, subject to availability.
- 2.1 Applications for Statements of Results should be made on the prescribed form. The candidate should call IN PERSON along with his/her National Identity Card.
- 2.2 Responsible Parties who apply for a Statement of Results on behalf of their ward should produce the Birth Certificate and the National Identity Card of both applicant and ward.
- 2.3 In case an application is made on behalf of a close relative (cousin, niece, etc) a letter of authorisation should be produced in addition to documents listed at 2.2.
3. Statements of Results are issued in the name of the candidate at the time the award is made. In case there is a change of name, an affidavit (law) should be produced.
4. Statements of Results are issued against payment of a prescribed fee which is non-refundable.
5. Requests for Statements of Results will be dealt with within four days of receipt of applications provided the results have been duly traced and the prescribed fee paid.
- 6.1 **A Statement of Results is a confidential document.**

Upon the request of the applicant/candidate, it may

either be forwarded by registered post to the residential address of the applicant,

or be collected by the applicant personally/another person provided that he/she has been duly authorised by the applicant in Part D (2) of the application form.
In no circumstances will the Statement of Results be issued to an unauthorised person.

- 6.2 If a Statement of Results is not collected on the agreed date, it will be forwarded by registered post.
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