

Form B1 - Request Form for Authorized Caregiver

1. This form will take you about 10 minutes to complete.
2. # Identification No. refers to Singapore Birth Certificate No., Singapore NRIC No. or Foreign Identification No., whichever is applicable.
3. For changes to items marked with an asterisk, "*", original supporting documents should be produced for school's verification purposes.
4. Please note that an authorised Caregiver can only make short-term, day-to-day decisions for the student. The school will **not** accept any decisions by authorised Caregivers on long-term matters; such decisions must be made by the student's parents or legal guardians.
5. The request made is subjected to the school's approval.

To be completed by Parent / Legal Guardian Only**A) Particulars of Student**

Name:

Identification No. #:

Level/ Class:

B) Nature of Request (Please tick (✓) the most appropriate option):

<input type="checkbox"/>	There is no existing authorised Caregiver and I wish to authorise one. (Please complete sections C, D, E, F and G below)
<input type="checkbox"/>	I wish to revoke the authorisation previously given to the existing authorised Caregiver. (Please complete section G below)
<input type="checkbox"/>	I wish to substitute the existing authorised Caregiver with another authorised Caregiver. (Please complete sections C, D, E, F and G below)

C) Particulars of Authorized Caregiver / Substitute Authorized Caregiver (must be at least 21 years old)

Name of Caregiver*:

Relationship with Student:

Identification No. *#:

Citizenship*:

Race (Shade 1 bubble):

- ☐ Chinese
☐ Malay
☐ Indian
☐ Eurasian
☐ Others
 (specify): _____

Highest Education Level Attended (Shade 1 bubble):

- ☐ Primary
☐ Secondary
☐ ITE
☐ Pre-U
☐ Polytechnic Diploma
☐ Other Diploma
- ☐ University Degree
☐ Postgraduate (e.g. Masters, Doctorate)
☐ No Schooling
☐ Others
 (specify): _____

Local Mobile No.:

Other Local Contact No. (if applicable):

Email Address (if applicable):

D) Reason(s) for request to appoint Authorized Caregiver / Substitute Authorized Caregiver

(to briefly set out the reason(s) in this space)

E) Change in Primary Person to Contact (The Primary Person to Contact (PPtC) will be the first point of contact that your child's/ward's school will contact on matters pertaining to your child/ward)

Do you wish to change the PPtC to the above proposed Caregiver if this request is approved?

☐ Yes

☐ No

F) Declaration by Parent/Legal Guardian

I, (Name of Parent / Legal Guardian), (NRIC

No./FIN No.) hereby:

(a) Declare, agree, and undertake that:

- i. all information provided by me in this form is true and correct;
- ii. either I:
 - a. exercise sole care and control in relation to the person identified in Section A (the "**Child/Ward**") above; or
 - b. together with the Child/Ward's other parent (or legal guardian, if applicable) exercise joint care and control over the Child/Ward, and I have consulted with the Child/Ward's other parent (or legal guardian, if applicable) before submitting this form, and such person(s) has consent to the submission of this form; and
- iii. This application is made with the consent of the person identified in Section C;

(b) Authorize the person identified in Section C above to act as the Caregiver of the Child/Ward and therefore make decisions that I, as the person exercising care and control in relation to the Child/Ward, may make with regard to the Child/Ward's education in any mainstream school¹ or MOE Kindergarten (MK); and

(c) Acknowledge, understand and agree that:

- i. providing any false information in this form is a criminal offence punishable under Section 182 of the Penal Code, Chapter 224 of the Statutes of Singapore and the punishment for such an offence is imprisonment for up to two years, or a fine, or both;
- ii. the information provided by me in this form will be used for the purposes of evaluating if my request as set out in this form should be approved;

- iii. the Ministry of Education may share all necessary data (including personal data of both my Child/Ward and I) with other parties (including the person identified in Section C) to facilitate the provision of services for my Child/Ward's educational advancement or other purposes beneficial to my Child/Ward;
- iv. if my request, as set out in this form, is approved by the Child/Ward's school or MK, MOE and the school is entitled to treat the authorization set out in sub-paragraph (b) above as effective until I submit a separate request to the Child/Ward's school or MK to revoke the authorization; and
- v. should the Child/Ward's other parent (or other legal guardian, if applicable) contest the submission of this form or any matters relating thereto, I undertake to resolve all such issues and conflicts with him/her.

Signature of Parent / Legal Guardian and Date

¹ The term "mainstream school" refers to a school in Singapore that is a Government school, or a non-Government school listed in the School Directory of the Ministry of Education's SchoolFinder at <https://www.moe.gov.sg/schoolfinder>.

G) Declaration by proposed Caregiver / substitute Caregiver

I, (Name of proposed Caregiver / substitute Caregiver),

(NRIC No./FIN No.) hereby:

- a) Declare, agree, and undertake that:
 - i. all information provided by me in this form is true and correct;
 - ii. I consent to be authorized in the manner set out in sub-paragraph (b) of section F above; and
- b) Acknowledge, understand, and agree that:
 - i. providing any false information in this form is a criminal offence punishable under Section 182 of the Penal Code, Chapter 224 of the Statutes of Singapore and the punishment for such an offence is imprisonment for up to two years, or a fine, or both;
 - ii. the information provided by me in this form will be used for the purposes of evaluating if the Parent/Legal Guardian's request as set out in this form should be approved; and
 - iii. the Ministry of Education may share my personal data with other parties (including the Parent(s)/Legal Guardian(s) of the Child/Ward) to facilitate the provision of services for the Child/Ward's educational advancement or other purposes beneficial to the Child/Ward.

Signature of proposed Caregiver / Substitute Caregiver and Date

For School's Use Only:**(I) Endorsement**

The request is approved / rejected[^].

Remarks (if any):

Name of School Principal

Signature of School Principal and Date

(II) Updating of Databases

The information was updated in the databases on _____ (date).

Name/Designation of School Staff

Signature of School Staff and Date

[^]To delete as appropriate.