

TRANSFER CERTIFICATE (TC) REQUEST FORM

Date: ____ / ____ / ____

To,
The Principal
Narayana International School, Hathauri, DBG

Subject: Request for Transfer Certificate

Respected Sir/Madam,

I request you to kindly issue the Transfer Certificate (TC) of my child. The details are as follows:

Student Name : _____

Father's Name : _____

Mother's Name : _____

Class & Section : _____

Admission Number : _____

Date of Birth : _____

REASON FOR TC REQUEST

PARENT / GUARDIAN DETAILS

Name : _____

Contact Number : _____

Address : _____

DECLARATION

I confirm that all dues (fees, library books, etc.) have been cleared, and I take full responsibility for this request.

Signature of Parent/Guardian : _____

FOR OFFICE USE ONLY

Fees Cleared : Yes / No

Remarks : _____

Authorized Signatory : _____