

## REPRINT CERTIFICATE REQUEST FORM *(ocrf/2018/eu)/rev2023*

Request will be processed within 14 working days upon receiving your completed form.

The issuance of reprint certificate can only be done once.

\*Kindly email your complete form to; **IMC SUBANG:** [norhayatiparaman@imc.edu.my](mailto:norhayatiparaman@imc.edu.my) and cc to [hayatiabdulrani@imc.edu.my](mailto:hayatiabdulrani@imc.edu.my)

**IMC MELAKA:** [getpin@imc.edu.my](mailto:getpin@imc.edu.my) and cc to [faridahishak@imc.edu.my](mailto:faridahishak@imc.edu.my)

Please complete ALL requested information (in CAPITAL LETTERS):

Full Name (as per NRIC)		
NRIC Number		
Current Address		
Contact Number (handphone)		Contact Number (home)
Email address		
Programme		Group in College:
Graduation Year		

**ATTACH (COMPULSORY): I) PHOTOCOPY IC (front & back) II) POLICE REPORT III) COPY OF TRANSCRIPT/CERTIFICATE**

Please release my certificate to the following:

Self-Collection at College

Courier to Current Address

Others (complete below in CAPITAL LETTERS)

Attention to	
Organisation	
Address / email address	

*\*IMC shall not be held responsible for any loss/damage for courier documents. Any incomplete request form will not be processed.*

DATE:

FULL NAME & SIGNATURE:

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**Payment Information:**

1. There is RM250 fee per issuance of reprint of original certificate. Reprint of certificate will be processed ONLY ONCE.
2. Courier fee: I. Local address: RM10 II. ASEAN country: RM50 III. OUTSIDE ASEAN country: RM200

ACC NAME : IMC EDUCATION SDN. BHD

BANK NAME : CIMB BANK

ACC. NO : 800 128 8225

3. Please attach the proof payment with your form for our office to proceed with your request.
4. **If you are the authorized organization/agent/employer requested the reprint certificate for the graduate, you must attach the AUTHORIZATION LETTER WITH SIGNATURE of the graduate allowing you to manage their information on their behalf.**