

---

**FORM OF APPLICATION FOR TRANSFER CERTIFICATE**  
**[ONE MONTH NOTICE REQUIRED]**

1. **No School Leaving Certificate is given until all sums due to the school have been paid in full or satisfactorily arranged for and library books returned.**
2. **Xerox Copy of fees paid is to be attached.**
3. **Parents are requested to provide one Cancelled Cheque.**
4. **No Leaving Certificate will be given before the Annual Examination results are announced in March.**

DATE:

The Headmistress  
Navy Children School, Porbandar 360575.

Respected Madam,

Please furnish me with the School Leaving Certificate of my Child/ward.  
The necessary particulars are given below:-

Full Name of the Pupil: \_\_\_\_\_

G.R. No. : \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Class: \_\_\_\_\_ Date of leaving School: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Father's Name (with Rank): \_\_\_\_\_

Address: \_\_\_\_\_

Tel. Res. /Off. : \_\_\_\_\_ Mobile No. : \_\_\_\_\_

Parent's/Guardian's Signature

**CERTIFIED NO DUES**

Fees Clerk : \_\_\_\_\_

Librarian : \_\_\_\_\_

