



National Academy for Learning, Bengaluru  
Academic Year 20\_\_\_\_ - 20\_\_\_\_

Annexure

F

**REQUEST FOR TRANSFER CERTIFICATE**

Date: \_\_\_\_\_

Dear Principal

We request you to kindly issue Transfer Certificate to my ward \_\_\_\_\_  
\_\_\_\_\_ (full name as per registration) studying in Class & Section \_\_\_\_\_ at your  
school. This TC is required on account of \_\_\_\_\_

\_\_\_\_\_  
(relocation to another city/country/admission to other Institute/other reasons)

Any other requests/concerns: \_\_\_\_\_

**DECLARATION BY THE PARENT**

Information specified for requisition of TC is true and factual, to the best of my knowledge.

Father's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Father's Signature: \_\_\_\_\_

Mother's signature: \_\_\_\_\_

Father's Contact Details: \_\_\_\_\_

Mother's Contact Details: \_\_\_\_\_

Signature of the Parent/Student during Submission of Annexure F: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Office in charge: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved for Issue with Instructions:** \_\_\_\_\_  
(Chairman/Principal Signature)

**Instructions to fill the form:**

- This form must be filled only by parents, duly signed, and submitted at the office. Signature of both the parents is mandatory.
- In case any one of the parents is unable to sign this form, a hard copy of a handwritten/ typed authorisation letter, requesting the issue of TC, duly signed, must be scanned and sent from your registered mail id to [info.naflurbana@gmail.com](mailto:info.naflurbana@gmail.com).
- All data for the issue of TC will be taken from the office records.
- TC will be issued by the end of the academic year. (First week of April).
- The Transfer Certificate will be handed over ONLY to parents.
- For any concerns or clarifications, kindly send an email to [info.naflurbana@gmail.com](mailto:info.naflurbana@gmail.com).