

To,

**Deputy Director (Admin)**  
Directorate of Inspection / Registration  
of Private Institutions Sindh,  
**Karachi.**

**SUBJECT: APPLICATION FOR COUNTER-SIGNATURE OF SCHOOL  
LEAVING CERTIFICATE / TESTIMONIALS.**

**Respected Sir,**

With due respect it is requested that my “son / daughter”  
School Leaving Certificate / Transfer Certificate / Mark Sheets &  
Experiences Certificate may please be countersigned, the details are as under:

**Student Name:** \_\_\_\_\_

**Father Name:** \_\_\_\_\_

**Name of School:** \_\_\_\_\_

**Class of Student:** \_\_\_\_\_

**School General Register No.** \_\_\_\_\_

**Photostate copies of Enclosed.**

1. S.L.C / T.C / Marks Sheets & Experiences Certificate.
2. Original General Register (GR) **with attested photocopy by Principal.**
3. Valid School Registration Certificate Form-“B” **(Attested by Principal).**
4. Birth Certificate **(Attested)**
5. C.N.I.C of Parents **(Attested).**

\_\_\_\_\_  
**SIGNATURE**

**NAME:** \_\_\_\_\_

**C.N.I.C #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CONTACT #:** \_\_\_\_\_