

**REQUEST FOR TRANSFER CERTIFICATE**

To,

The Principal  
Bright Riders School  
Abu Dhabi – U.A.E.

Dear Sir,

I hereby request you to issue transfer certificate to my son/daughter \_\_\_\_\_  
\_\_\_\_\_ of Grade \_\_\_\_\_ Div. \_\_\_\_\_ GR. No. \_\_\_\_\_

I am withdrawing my child from Bright Riders School for the following reason:

\_\_\_\_\_  
\_\_\_\_\_

I will be transferring my child from Bright Riders School

1. to \_\_\_\_\_ in Abu Dhabi Zone.
2. to \_\_\_\_\_ Emirate in U.A.E.
3. to \_\_\_\_\_ in India / \_\_\_\_

You are requested to issue the T.C. to my child by \_\_\_\_/\_\_\_\_/\_\_\_\_.

For any enquiries on the above, please contact \_\_\_\_\_ on mob. no. \_\_\_\_\_

Date : \_\_\_\_\_ Parent's signature : \_\_\_\_\_

**FOR OFFICE USE ONLY**

ESIS NO. \_\_\_\_\_

1. Library clearance ( class IV and above ): \_\_\_\_\_  
Signature ( Librarian ) : \_\_\_\_\_
2. School fees paid up to \_\_\_\_\_ vide receipt no. \_\_\_\_\_ dated \_\_\_\_\_  
Signature ( Accountant ) : \_\_\_\_\_
3. Laboratory clearance(Class V and above): \_\_\_\_\_  
Signature ( Lab Assistant ) : \_\_\_\_\_
4. School transportation clearance : \_\_\_\_\_  
Signature ( Transport Incharge ) : \_\_\_\_\_
5. T.C. No. : \_\_\_\_\_ prepared on \_\_\_\_\_ & issued on \_\_\_\_\_  
Signature ( Arabic Secretary ) : \_\_\_\_\_