

# CMS COLLEGE OF SCIENCE & COMMERCE

(AUTONOMOUS)

Chinnavedampatti, COIMBATORE – 641 049

## APPLICATION FOR ISSUE OF DUPLICATE STATEMENT OF MARKS / CERTIFICATE

- 1 Duplicate of which certificate required :
- 2 Name of the Candidate :
- 3 Register Number :
- 4 Branch of study :
- 5 Period of study :
- 6 Sex :
- 7 (a) If applying for duplicate statement of Marks,  
Fill in the Month and Year of exam, for which  
Mark statement was issued. :
- 8 Circumstances under which the certificate was lost /  
destroyed :
- 9 Whether the prescribed affidavit has been enclosed  
with the application :
- 10 Address to which the certificate is to be sent :

11 Fees Paid :

DD/ Challan No. .... Amount Rs. ....  
Date..... Bank. ....

Place:

Date:

Signature of the Candidate

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**FOR OFFICE USE ONLY**

Certified issued on

Prepared by :

Folio No.:

Examined by :

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Controller of Examinations

Principal

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\* Write as Statement of Marks / Consolidated statement of marks  
( for instructions see over leaf)

**INSTRUCTIONS**

- |    |  |
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| 1. | Duplicate certificate will be issued only when it is lost or destroyed irrevocably.  |
| 2. | Application duly filled – in along with (a) an affidavit detailing the circumstances under which the original certificate was lost or destroyed (b) self- addressed stamped cover ( for Registered Post) and (c) the demand draft should be sent directly to the Controller of Examinations, CMS COLLEGE OF SCIENCE & COMMERCE, Coimbatore – 641 046. The affidavit should be duly executed before the Notary Public / Principal of the college where he /she had studied. |
| 3. | Application shall be complete in every respect. Failure to furnish correct details may cause delay in the issue of the certificate. The application shall be filled in only by the candidate otherwise it will be rejected.  |
| 4. | The fee for the issue of various certificates is as follows:<br><br>(a) Statement of marks - Rs.1000/- per mark statement plus Rs.100./- cost of application.<br><br>(b) Consolidated statement of marks – Rs.1000/-plus Rs. 100/- cost of application.  |
| 5. | The fee should be paid to the Fees Collection section only.  |
| 6. | Fess one paid shall neither be refunded nor adjusted against any other certificate under any circumstances.  |

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