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|  |  |  | **DOCUMENT(S) REQUIRED. PLEASE TICK AS APPROPRIATE** | | | | | | | | | | | | | | | | | | | | | | |  |
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|  |  |  | **Letter / Transcript of academic record** | | | | | | | | | | | | | | | | | | | | | | |  |
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|  |  |  | **Foundation Diploma certificate – duplicate** | | | | | | | | | | | | | | | | | | | | | | |  |
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|  |  |  | **Advanced Diploma certificate – duplicate** | | | | | | | | | | | | | | | | | | | | | | |  |
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|  |  |  | **Membership/ Fellowship certificate – duplicate** | | | | | | | | | | | | | | | | | | | | | | |  |
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| **PERSONAL DETAILS** | | | | | | | | | | |  | | | | | | | | |  | | | |  | |  |
| PLEASE WRITE CLEARLY IN CAPITAL LETTERS (Personal details as they appear on your passport) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Title (Please circle) | | | | | Mr | Mrs | | Miss | | | Ms | | | | | Dr | | | | Capt | | | |  | |  |
| Member/ Student number (if known) | | | | |  |  | |  | | |  | | | | |  | | | |  | | | |  | |  |
|  |  | |
| First Name | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Middle Name (If applicable) | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Family Name/Surname/Last Name | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Date of Birth (dd/mm/yyyy) | | | | | / / | | |  | | | | | |  | | | | | | | | | | | | |
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| **CONTACT DETAILS** | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| Address | | | | |  | | | | | | | | | | | | | | | | | | | | | |
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| City | | |  | | | Postcode | |  | | | | | | | Country | | | | |  | | | | | | |
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| **Personal email address [mandatory]** | | | | |  | | | | | | | | | | | | | | | | | | | | | |
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| Home tel. | | |  | | |  | |  |  | Mobile | | | | | | |  | | | | | | |  | |  |
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| First name and Surname as you wish it to appear on your certificate | | | | | | | | | | | | |  | | | | | | | | City of work | | | |  | |
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| **The Institute of Chartered Shipbrokers** | | | | | | | Warwick House  65-66 Queen Street  London  EC4R 1EB | | | | |  | | | | | | | t. +44 (0) 20 7357 9722  f. +44 (0) 20 7357 6348  [education@ics.org.uk](mailto:education@ics.org.uk) | | | | | | | |

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| The administration fee is £42 per transcript document, Foundation or Advanced Diploma certificate.  Membership/Fellowship certificate is £95 per certificate.  *Note: This request will not be processed until payment has been received.*  *Please see below for payment options.*  **Payment options** | | | | | | |
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| **Declaration**  I declare that all information provided on this document and in any subsequent attachments is true and accurate to the best of my knowledge. | | | | | | |
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