



FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, H-8/4, ISLAMABAD

REGISTRATION RETURN FOR THE SESSION _____ AT SSC LEVEL

Name of the Institution : _____
(To be submitted in duplicate)

Institute Code No : _____
(Allotted by the Board)

Important:Particulars duly typed may be CAREFULLY COMPLETED as the same will be transferred to certificate, *and at no stage* correction/change will be allowed.

| S. No | Name of Candidate | Father's Name | Male/ Female | Date of Birth | Previous Board | Admission Date in Class | | Fee Rs/US\$ | Signature of the Student |
|-------|-------------------|---------------|--------------|---------------|----------------|-------------------------|------------------|-------------|--------------------------|
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Certified that the particulars endorsed above are correct and in accordance with those mentioned in the School/College record. These particulars shall be supplied in the examination forms as well.

Prepared by: Sign _____
Name _____
Designation _____

Checked by: Sign _____
Name _____
Designation _____

Signature & Seal of the Head of the Institution

Note: See instructions overleaf

INSTRUCTIONS

1. Separate Proforma may be used for Male and Female students, **but serial number should be in continuous.**
2. The form must be filled in English **BLOCK LETTERS.**
3. Names and particulars of the students must be **typewritten.**
4. Session should be mentioned at the appropriate place.
5. Amendment & Alteration, cutting, erasing, overwriting, scoring out and tampering on the Proforma are not admissible.
6. The Registration Proforma should conform to the specimen i.e. size of Proforma.
7. The Registration Proforma must be sent in (original & duplicate) and all the pages should be signed/attested by the concerned Principal/staff.
8. The columns overleaf must be completed in all respects.
9. Requisite Fee should be paid in shape of a Bank Draft/ Pay Order drawnable at any bank in Islamabad in favour of the Secretary, Federal Board of Intermediate & Secondary Education Islamabad.
10. In transfer cases following documents must be attached with the Registration Return:
 - (a) An attested copy of the Transfer Certificate /School Leaving Certificate (in case of transfer of student within affiliated institutions).
 - (b) Original Migration Certificate & attested copy of the School Leaving Certificate/ Transfer Certificate (in case of transfer of student from other Board to Federal Board).

- Note:**
- i. *Any correction made on the form should be signed and stamped by the Head of Institution. If any change made by overwriting, use of fluid or tempered and subsequently proved false, strict disciplinary action may be taken against such institution.*
 - ii. *This office shall not entertain Registration Proforma if any of the above instructions are not complied with.*