

# PTL Application

Tuition Fee Loan and Tuition Fee Grant application form for part-time Fee Support Only students studying in Northern Ireland **2023/24**

## About this form

### Who should complete this form?

You **should** complete this form if you:

- qualify for part-time tuition fee support only; and
- are studying in Northern Ireland.

### Please read the accompanying notes

Some of the questions in this form will have additional guidance to help you.

- i** Wherever you see this icon you should read the accompanying notes.

### Evidence

You might need to send documents as evidence to support your application.

- e** Wherever you see this icon you should check the notes to find out what evidence you need to send.

To find out how we'll use the information you provide go to [www.studentfinanceni.co.uk/privacynotice](http://www.studentfinanceni.co.uk/privacynotice) to read our Privacy Notice before completing this form.

You may be eligible for a bursary or scholarship. In order for a university or college to determine and pay any bursary or scholarship to which you may be entitled, we will share some of your personal, financial and course details as well as information about your eligibility for student finance with them. For more information about this, read our Privacy Notice.

Please contact the university or college if you require further information about their bursaries and scholarships.

## 1 your personal details

### 1.1 Customer Reference Number (if you have one) **i**

### 1.2 Personal details

Complete these details exactly as stated on your passport or ID card.

If your name has changed from your passport or ID card then give supporting evidence confirming the change. Give a note of any other previous names you have had on the additional notes pages at the back of the form. **e**

Title

Mr Mrs Miss Ms

Forename(s)

Surname/family name

Gender

Male Female

Date of birth

Day Month Year

  -   -    


# 1 your personal details - continued

## 1.2 Personal details (continued)

Country of birth

Place of birth (the name of the town or village)

Nationality

## 1.3 Do you have a National Insurance number? ⓘ

We will share the National Insurance Number you provide with the Department for Work and Pensions to confirm that it's valid, and with HM Revenue and Customs to allow us to collect your repayments.

No

Yes – write it below

-       -

# 1 your personal details - continued

## 1.4 Contact details

All correspondence we issue will be sent to this address. You can update your address at any time by logging into your online account or by calling us.

Full contact address

Postcode

Contact phone number

Mobile phone number

Email address

## 2 previous support and qualification history

**2.1 Will you be getting funding from any other source to meet the costs of your tuition fees in this academic year?**

Tell us about any contribution to your tuition fees that may be made by an employer, a bursary scheme, or from any other type of fund or sponsorship.

**No**

**Yes** - give details

**2.2 Have you received a loan or grant for part-time study for this programme of study for any academic year up to and including 2022/23?**

**No**

**Yes** - go to section 4

**2.3 Have you ever had any other loans from the Student Loans Company Ltd (SLC)?**

**No**

**Yes** - are you behind with the repayments?

**No**

**Yes** - you cannot apply for student finance until you resolve this.

Call **+44 (0)141 243 3570** for Income Contingent Repayment (ICR) loans.

If you have any Mortgage Style (MS) loans please call your debt owner on the telephone number shown on the most recent correspondence that you have received from them.

If you do not know who your debt owner is please call

**+44 (0)141 243 3697** for advice.

**2.4 Do you hold a first degree from an educational institution in the UK or ROI? ⓘ**

**No**

**Yes**

**2.5 Did your current course start on or after 1 September 2009?**

**No** - go to section 3

**Yes**

## 2 previous support and qualification history - continued

**2.6 Have you completed an undergraduate or postgraduate course of higher education in any country since leaving school in which you achieved a qualification?**

This includes any undergraduate or postgraduate courses you have attended whether in the UK or overseas.

**No** - go to section 3

**Yes**

**2.6.1 Complete the table with details of any Higher Education courses you've previously studied. You should tell us about full-time (FT), part-time (PT) or distance learning (DL) courses.**

Course title and qualification (for example, BA (Hons) English)	Name and address of university or college (including town and country)	Start and end date MM-YYYY	Type of course (FT/PT/DL)	Did you gain a qualification?
				No Yes
				No Yes
				No Yes

## 3 residence

### 3.1 Where do you normally live when you're not studying?

If you have a British Forces Post Office address, you should give this. We use this address to make sure you're completing the correct student finance application.

Address

Postcode

### 3.2 Are you a UK national?

**No** – go to **3.3**

**Yes** – have you been resident in the UK and Islands for the three years prior to the first day of the first academic year of your course?

**or**

have you been resident in the EEA or Switzerland on or before 31 December 2020 and been resident in the UK, Gibraltar, the EEA or Switzerland for the three years prior to the first day of the first academic year of your course?

**Yes** – you should apply for full support go to **[www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk)** and apply online

**No** – have you been resident in the UK, Gibraltar, the EEA or Switzerland for the three years prior to the first day of the first academic year of your course?

**No** – go to **3.3**

**Yes** – go to **3.9 Address history**

## 3 residence - continued

### 3.3 Are you the family member of a UK national?

See notes for clarification on family member categories.

**No** – go to **3.5**

**Yes** – were both you and your UK national family member living:  
in the UK on 31 December 2020, after moving to the UK from the EEA or Switzerland on or after 1 January 2018  
**or**  
in the EEA or Switzerland on 31 December 2020?

**No** – have you been resident in the UK and Islands for the three years prior to the first day of the first academic year of your course?

**No** – go to **3.5**

**Yes** – go to **3.9 Address history**

**Yes** – have you both been resident in the UK, Gibraltar, the EEA or Switzerland for the three years prior to the first day of the first academic year of your course?

**No** – go to **3.5**

**Yes** – you should apply for full support go to [www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk) and apply online

## 3 residence - continued

### 3.4 Are you an Irish citizen?

**No** – go to **3.4**

**Yes** – have you been resident in the UK and Islands for the three years prior to the first day of the first academic year of your course?

**Yes** – you should apply for full support go to **[www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk)** and apply online



**No** – have you been resident in the UK, Gibraltar, the EEA or Switzerland for the three years prior to the first day of the first academic year of your course?

**No** – go to **3.4**



**Yes** – go to **3.9 Address history**



## 3 residence - continued

**3.5 Are you the family member of an Irish citizen and you have been granted pre-settled status under the EU Settlement Scheme?  **

See notes for clarification on family member categories.

**3.6 Are you a non-UK or non-Irish family member of a person of Northern Ireland and you have been granted pre-settled status?  **

See notes for clarification on family member categories.

**No** – go to **3.6**

**Yes** – have you been resident in the UK, Gibraltar, the EEA or Switzerland for the three years prior to the first day of the first academic year of your course?

**No** – go to **3.6**

**Yes** – provide your:

Expiry date of pre-settled status

Day                      Month                      Year

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Share code

Go to **3.9 Address history**

**No** – go to **3.7**

**Yes** – have you been resident in the UK, Gibraltar, the EEA or Switzerland for the three years prior to the first day of the first academic year of your course?

**No** – go to **3.7**

**Yes** – provide your:

Expiry date of pre-settled status

Day                      Month                      Year

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Share code

Go to **3.9 Address history**

## 3 residence - continued

### 3.7 Do you have settled or pre-settled status under the EU Settlement Scheme? ⓘ ⓘ

See notes for clarification on family member categories.

#### 3.7.1 Settled status - have you been resident in the UK and Islands for the three years prior to the first day of the first academic year of your course?

**No** – go to **3.8**

**Yes – settled status**

Go to **3.7.1**

**Yes – pre-settled status**

Go to **3.7.2**

**Yes** – you should apply for full support go to [www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk) and apply online

**No** – are you an EU national or a family member of an EU national

**and**

you have been resident in the UK, the EEA, Switzerland or the Overseas Territories for the three years prior to the first day of the first academic year of your course?

**No** – go to **3.8**

**Yes** – I am:

an EU national

a family member of an EU national

Share code

Go to **3.9 Address history**

## 3 residence - continued

**3.7.2 Pre-settled status - are you an EU national and you have been living in the UK and Islands for the three years prior to the first day of the first academic year of your course?**

**No** – are you an EU national or a family member of an EU national  
**and**  
you have been resident in the UK, Gibraltar, the EEA or Switzerland for the three years prior to the first day of the first academic year of your course?

**No** – go to **3.8**

**Yes** – I am:

an EU national

a family member of an EU national

Provide your:

Expiry date of pre-settled status

Day                  Month                  Year



<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Share code

Go to **3.9 Address history**

**Yes** – you should apply for full support go to [www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk) and apply online

**3.8 Are you:**

- an EU national; or
- a family member of an EU national; or
- a UK national; or
- a family member of a UK national who is a resident in Gibraltar?  

**No** – see note below

**Yes** – have you been resident in the UK, Gibraltar, the EEA or Switzerland for the three years prior to the first day of the first academic year of your course?

**No** – see note below

**Yes** – go to **3.9 Address history**



If you have answered 'No' to all questions above you may not be eligible for Student Finance from us. Contact us if you still think you may be eligible.

## 3 residence - continued

### 3.9 Give details of your residence for the three years before the start of the first academic year of your course. There should be no gaps in the dates you give us.

You must provide the full address (including building name and/or number, street name, town, region, postcode and country), exact dates you lived there and why you were there.

Make sure you give full details for the three years prior to the start of the first academic year of your course.

If you leave any gaps your application may be delayed until we get the information we need.

For example, If your course begins 26/09/2023 we need your residence details for the period 01/09/2020 – 01/09/2023.

Full address

From

Day                      Month                      Year  
  -   -

To

Day                      Month                      Year  
  -   -

Why were you there?

Full address

From

Day                      Month                      Year  
  -   -

To

Day                      Month                      Year  
  -   -

Why were you there?

### 3 residence - continued

Full address

From

Day                      Month                      Year  
  -   -

To

Day                      Month                      Year  
  -   -

Why were you there?

Full address

From

Day                      Month                      Year  
  -   -

To

Day                      Month                      Year  
  -   -

Why were you there?

If you need further space use the additional notes page at the back of this form.

## 4 about your university or college and course

### 4.1 University or college details

If your course is at a university that is made up of a number of colleges, give the name of the college first, followed by the name of the university.

Name

Address

Postcode

#### 4.1.1 If the course is franchised to another university or college, give the name and address of the other university or college

Name

Address

Postcode

### 4.2 Give the name of your course

You should check the name of your course with your university or college. If the new course details you give us can't be confirmed yet, your student funding may be delayed.

### 4.3 Qualification you expect to gain (for example, BA (Hons) English)

### 4.4 In this academic year, when will you start your studies?

Month

Year

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## 4 about your university or college and course - continued

4.5 When will you finish the last year of your course?

Month      Year  
  -

4.6 Are you entering your first year of study?

No

Yes - go to 4.9

4.7 Which year of your studies are you going into?

Make sure you tell us what year of your studies you are going into, **not** the year of your course.

4.8 What date did you start your studies?

Month      Year  
  -

4.9 Full tuition fee amount your university or college is charging you this academic year?

£

If you are not sure how much you are being charged for tuition fees, ask your university or college to confirm this.



# Before you continue...

## What you need to know

The part-time student finance you can apply for depends on what your course intensity will be in academic year 2023/24:

- For Tuition Fee Loan, you need to have a course intensity of at least 25% in the academic year
- For Tuition Fee Grant, you need to have an overall average course intensity of at least 50%.

## What you need to do

The information below tells you which sections of the form you need to complete.

If you want to apply for a Tuition Fee Loan only

Complete sections 6 & 9

If you want to apply for a Tuition Fee Grant only

Complete sections 7 to 9

If you want to apply for a Tuition Fee Loan and Tuition Fee Grant

Complete sections 6 to 9

**If you're applying for a Tuition Fee Grant, your university or college should complete section 5 to confirm your course details. If they don't complete section 5 your application for grants will be delayed.**

**If you're applying for a Tuition Fee Loan only, your university or college don't need to complete section 5.**



## 5 your university or college

### University or college section

Designated university or college staff should check the student's answers to section 4 before completing, signing and stamping this section. To find out how we'll use the information you provide go to [www.studentfinanceni.co.uk/privacynotice](http://www.studentfinanceni.co.uk/privacynotice) to read our Privacy Notice before completing this form.

Course fee to be charged to the student for the 2023/24 academic year.

£

SLC or UCAS code for the university or college.

If the student is studying at a franchised institution, please indicate which institution the fee should be paid to:

University or college in section 4 question 4.1

University or college in section 4 question 4.1.1

I confirm to the best of my knowledge and belief that:

- the student named in section 1 is undertaking the course named in section 4.
- the student intends to complete the following number of credits, credit points, modules or any other unit of measure by studying on a part-time (PT) basis in academic year 2023/24.
- the following number of credits, credit points, modules or any other unit of measure would comprise the equivalent full-time (FT) course within one academic year.

**Number of PT units**

**Unit of measure**  
(select applicable)

<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	credits	modules	other
	credit points		

**Number of FT units**

**Unit of measure**  
(select applicable)

<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	credits	modules	other
	credit points		

## 5 your university or college - continued

Intensity of study is calculated by taking the number of part-time units (given on previous page) that the student intends to study in academic year 2023/24 and dividing it by the number of units (given on previous page) that the student would complete in one academic year if the course were studied on a full-time basis. The result is then expressed as a percentage.

- the **intensity of study** for this course is 
$$\frac{\text{PT units}}{\text{FT units}} \times 100 =$$
- the student's course is designated as eligible for financial support under Regulation 124 of the Education (Student Support) (No.2) Regulations (Northern Ireland) 2009 (as amended).
- the equivalent full-time course would last \_\_\_\_\_ years.
- it is possible for the student to complete the course in no more than twice the length of time required to complete the equivalent full-time course.

Your full name  
(in BLOCK CAPITALS)

Your position

Your phone number  
(including area code)

Your email address

Your signature

Date

University or college stamp

## 6 your loan request

### 6.1 Tell us the amount of Tuition Fee Loan you want to borrow

Tuition Fee Loans help to cover the costs of tuition fees charged by a university or college. Any Tuition Fee Loan you borrow will be paid directly to your university or college.

If you want the maximum Tuition Fee Loan available to you, tick the box

If you want less than the maximum available to you tell us how much you want to borrow

### 6.2 Contact details

Give the names and addresses of two contacts. The people you name should live at different addresses and will only be contacted if, for example, you move address and do not inform us. You must inform these people that you have named them as contacts.

#### Contact 1

Forename(s)

Surname

Relationship to you

Full address

Postcode

Home phone number

#### Contact 2

Forename(s)

Surname

Relationship to you

Full address

Postcode

Home phone number

## 7 about your husband, wife, civil partner or partner

### 7.1 Marital status

Tick one box that best describes your current marital status.

Single - go to section 8

Living with a partner  **i**

Separated  **e**

Divorced/dissolved civil partnership  **e**

Widowed/surviving civil partner  **e**

Married/civil partnership

Give the date of marriage/civil partnership

Day                      Month                      Year  
  -   -

### 7.2 Your husband, wife, civil partner or partner's details

We need your husband, wife, civil partner or partner's details to work out if you can get student finance. You must tell them that you've given us their details.

Relationship to you

Husband

Wife

Civil partner

Partner

Title

Mr

Mrs

Miss

Ms

Forename(s)

Surname

Date of birth

Day                      Month                      Year  
  -   -

Place of birth (the name of the town or village)

Home address

Postcode

Home phone number (including area code)

### 7.3 Your husband, wife, civil partner or partner's Customer Reference Number, if they have one.

**8.1 Are you or your husband, wife, civil partner or partner getting one or more of the state benefits listed? ⓘ**

If you or your husband, wife, civil partner or partner are receiving any of the benefits listed, you must provide photocopied evidence to show who's getting the benefit.

**No** - go to 8.2

**Yes** – Tick the appropriate box(es) and send evidence dated within 4 weeks of submitting this application ⓘ

Income Support/Universal Credit

Housing Benefit (Rates Rebate)

Housing Benefit

Income-based Jobseeker's Allowance (JSA)

Income-related Employment and Support Allowance (ESA)

**If you receive any of the benefits listed, we don't need any other financial details – go to 8.8**

## 8 financial details – continued

Use this page to enter the amount of income received from **6 April 2022 to 5 April 2023**. If you have no income for any of the income types listed, enter £0 or 'N/A'. **We can't process your application if any boxes are blank.**

Where you tell us an amount, you must send us photocopied evidence to support it.

### Amount received before tax (Gross income) from 6 April 2022 to 5 April 2023

	Student	Husband, wife, civil partner or partner
<b>8.2 Gross income from salary or wages</b> ⓘ ⓘ Before deductions	£ <input type="text"/>	£ <input type="text"/>
<b>8.3 Income from self-employment</b> ⓘ ⓘ	£ <input type="text"/>	£ <input type="text"/>
<b>8.4 Bank and building society gross interest</b> ⓘ Before tax	£ <input type="text"/>	£ <input type="text"/>
<b>8.5 Other investment income</b> ⓘ Before tax	Type Amount £ <input type="text"/>	Type Amount £ <input type="text"/>
<b>8.6 Income from property, lettings or rent</b> ⓘ	£ <input type="text"/>	£ <input type="text"/>
<b>8.6.1 How much of this is through the Rent a Room scheme?</b> ⓘ ⓘ	£ <input type="text"/>	£ <input type="text"/>
<b>8.7 Any other type of income</b> ⓘ ⓘ	Type Amount £ <input type="text"/> Type Amount £ <input type="text"/>	Type Amount £ <input type="text"/> Type Amount £ <input type="text"/>

## 8 financial details – continued

### 8.8 Give details of any children who will be wholly or mainly financially dependent on you during academic year 2023/24. ⓘ

Your child's income includes their income from all sources after Income Tax and National Insurance contributions for tax year **2022-23**.

Child's full name	Date of birth DD MM YYYY	Relationship to you	Who will they live with?	Income tax year 2022-23

## 9 Terms and Conditions

These terms and conditions (“terms”) and applicable legislation apply to all of the student finance available to students for the academic year 2023/24.

### Loan Contract

1. I confirm I have read and understood these terms and A Guide to Terms and Conditions available at [www.studentfinancenir.co.uk/terms-and-conditions](http://www.studentfinancenir.co.uk/terms-and-conditions)
2. I confirm that to the best of my knowledge and belief, the information I have provided is true and complete. If it is not, I understand that I may not receive student finance, any support I have had may be withdrawn and I could be prosecuted.
3. I understand that student finance is provided to me by the Department for the Economy (the “Lender”) which includes any persons acting on its behalf and any replacement(s) under Article 4(3) of the Education (Student Support) (Northern Ireland) Order 1998 as amended or replaced from time to time (the “Order”).
4. I understand these terms, the Order and the regulations made under Article 3 of the Order will apply to any student finance provided to me by the Lender.
5. I understand that “student finance” in these terms means financial support by way of grant(s) and/or loan(s) made by the Lender under the regulations.
6. I understand that the Student Loans Company Limited (“SLC”) and the Education Authority (“EA”) carry out certain functions on behalf of the Lender.

### My Obligations

7. I understand that if I have:
  - i. reached the age of 18 years; and
  - ii. have entered into agreement(s) for a loan under the Order before I reached the age of 18 years,I am agreeing to “ratify” any and all such student loans by signing these terms. This means that I confirm I entered into agreement(s) with the Lender and agree to the terms of any such previous agreement(s). If I have reached the age of 18 and refuse to “ratify” any previous agreement(s), I understand that I will not be eligible to get any further student finance under the regulations.
8. I agree to give SLC and EA any information they need in support of this application for student finance and to seek repayment.
9. I agree to tell SLC and EA immediately if my circumstances change in any way that might affect my entitlement to student finance. I understand that if I do not do this I may not get any further payments and I may have to repay the student finance I have already received. I agree that from the date I submit my student finance application until my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I must tell SLC and EA about any changes in my personal details (including my National Insurance number) and contact details I have provided.
10. I agree that if I get an overpayment of student finance, I need to repay this in full and that any overpayment may be taken from any future entitlement to student finance.
11. I agree that I will repay the Lender any loan(s), together with all and any interest, penalties and charges which apply. I understand that this repayment will be due by me to the Lender as a debt. If I breach any of the terms of my loan, I agree to pay any charges and penalties which apply under the Order and the regulations. I understand that I will repay my loan(s) through the United Kingdom (“UK”) tax system and/or I may repay SLC directly. If I live abroad, I will repay my loan(s) to SLC directly.
12. I agree that any loan(s) made to me in accordance with the regulations once my application is accepted by the Lender is a/are contract(s) between me and the Lender. I understand that I am liable for my loan(s) and will be charged interest from the first payment of the loan advance by the Lender.
13. I agree to tell SLC if I leave the UK to live outside the UK or if for any other reason I am outside the UK tax system for more than three months.

### Legal Action and Applicable Law

14. In the event of any legal action, I agree that the laws of Northern Ireland will apply and that the courts of that part of the UK will hear any legal action. If my address is outside the UK the laws of the part of the UK where my education provider is situated will apply and the courts of that part of the UK will hear any legal action. I agree that the Lender has the right to take legal action against me in any other court with jurisdiction.



## 9 Terms and Conditions - continued

### Sharing Information

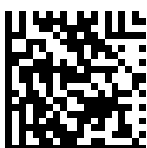
15. If I am in breach of these terms and/or the regulations I agree that the Lender may share information held about me and my account with third parties, including the government or a government agency of another country, who may help to locate me and/or help take action to recover any payments I owe.
16. I confirm where I have provided any personal information about any other person in my student finance application, I have done so with their consent.
17. I understand that SLC will process my personal data in line with the Privacy Notice available at [www.studentfinancenl.co.uk/privacy-notice](http://www.studentfinancenl.co.uk/privacy-notice) which may be updated from time to time.

Your full name (in BLOCK CAPITALS)

Your signature

Today's date

Day		Month		Year			





## additional notes

**If you are providing extra information clearly mark what section and question the information is about.**



## additional notes

**If you are providing extra information clearly mark what section and question the information is about.**

# checklist

Before you return this form please make sure that you have:

- 1 Answered all questions that apply to you.
- 2 Signed and dated the Terms and Conditions on page 25.
- 3 Included evidence of your identity/nationality and any other evidence we need with this form.
- 4 Once you've completed the form, send it together with all your evidence to the address below. **Make sure that you pay the correct postage.**

**Student Finance Services  
Student Loans Company  
PO Box 89  
Darlington  
County Durham  
England  
United Kingdom  
DL1 9AZ**



Incorrect or incomplete forms will be returned to you which may delay payments being made to you.

It can take at least 6 weeks to assess your application and all the relevant evidence. We'll then send you a letter showing the amount of financial support you'll receive.

**Complete this page and return with your certified evidence items.**

## Personal details

Customer Reference Number (if you have one)

Forename(s)  Surname

UK National Insurance number (if you have one)   -       -

A certified copy is a photocopy of an original document which must have been stamped, signed and dated as being a true copy of the original by a person of good standing in the community.

The person certifying evidence must **not** be a relative.

### Examples of a person of good standing include:

- a bank or building society official, civil servant, minister of religion, police officer, someone with a professional qualification i.e. teacher, accountant, engineer, solicitor, etc.

Make sure the person certifying your document(s) stamps, signs and dates all pieces of evidence.

## Certifier information

This section must be **fully completed and stamped** before being returned with any evidence.

**Name (in BLOCK CAPITALS)**

**Job title/occupation**

**Email address**

**Telephone number  
(including international dialling code)**

**Signature**

**Today's date**

Day                      Month                      Year

  -   -    

**Address of certifier**

**Official stamp**