



**(FOR PRIVATE CANDIDATES)**

This is certificated that Mr./Miss/Mrs. \_\_\_\_\_ son/daughter of \_\_\_\_\_ is known to me since last \_\_\_\_\_ years. His/her case for the issuance of duplicate certificate is forwarded herewith.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Stamp of the Head of Institution \_\_\_\_\_

N.I.C No. of the forwarding authority

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**(INSTRUCTIONS)**

1. **REGULAR & EX-** candidates shall submit their applications through the concerned head of the institution from which they appeared as a regular candidate.
2. **PRIVATE** candidates shall also submit their application through any head of the institution recognized/affiliated with the Federal Board.
3. The candidate who passed their Examination, from **OVERSEAS** institutions and shifted in the Pakistan may submit their applications forms duly attested by Head of the institution affiliated with Federal Board (Located at his/her city/residential area). Also provide the documentary proof that he/she is settled in Pakistan Permanently. (such certificates will be delivered by post)
4. The following documents in original should be attached with this form.
  - i. A press clipping (in original) in daily newspaper indicting the loss of original certificate.
  - ii. An affidavit on judicial stamp paper of the value of Rs.10/-, given before oath commissioner/1<sup>st</sup> class Magistrate for the loss of the original certificate, and shall be returned to the board (in original)
  - iii. A copy of result card/certificate and registration card duly attested.
  - iv. A bank challan/bank draft of Rs.1,000/-
  - v. Fee Schedule for issuance of duplicate certificate is as under:

**REQUISITE FEE**

a)	The certificate is issued on the same day within four hours	Rs.1000/-
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**Note:**

1. Application shall not be entertained if any of the above documents is missing.
2. Application shall be filled in properly. Incomplete application shall not be entertained.
3. Fee once deposited shall not be refunded.
4. Only blood relation (Father/Mother/Brother or Sister) can collect the original certificate.

(SAMPLE)

**PRESS CLIPPING FOR LOSS OF CERTIFICATE**

I \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ resident of \_\_\_\_\_  
announce through daily \_\_\_\_\_ that my SSC/HSSC certificate bearing Roll No. \_\_\_\_\_  
of the year \_\_\_\_\_ issued by Federal Board of Intermediate and Secondary Education Islamabad has been  
lost during transit etc. Whoever finds it, shall send it to the address \_\_\_\_\_ or  
call on the No. \_\_\_\_\_

(SAMPLE)

**INSTRUCTION FOR AFFIDAVIT**

I \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ resident of \_\_\_\_\_  
do hereby solemnly affirm and declare as under: -

1. That I have lost my SSC/HSSC certificate bearing Roll No. \_\_\_\_\_ passing year \_\_\_\_\_ issued by Federal Board of Intermediate and Secondary Education Islamabad during transit etc
2. That in spite of my best efforts I could not trace the same.
3. That I did not used it for any other purpose.
4. That I further declare, if the original certificate is found, it shall not be used and will be returned to the board.
5. That my above statement is true to the best of my knowledge and nothing is concealed.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

C.N.I.C. \_\_\_\_\_

\_\_\_\_\_

## ہدایات برائے اشتہارگمشدگی و بیان حلفی

اشتہار اور اخبار کا نام کاٹ کر دونوں کو سادے کانڈ پر چپکائیں اور باقی کاغذات کے ساتھ منسلک کریں۔

### نمونہ تحریر برائے اشتہارگمشدگی سرٹیفکیٹ

میں ----- ولد / بنت ----- بذریعہ اخبار ہذا مشتہر  
کر رہا ہوں / رہی ہوں کی میری میٹرک / انٹر میڈیٹ کی سند رول نمبر ----- سال ----- جاری کردہ فیڈرل بورڈ  
آف انٹر میڈیٹ اینڈ سیکنڈری ایجوکیشن اسلام آباد گم ہو گئی ہے جس کسی کو ملے ازراہ کرم اس پتہ -----  
پر ارسال کریں، اور فون نمبر ----- پر اطلاع کریں۔

### نمونہ تحریر برائے بیان حلفی

میں ----- ولد / بنت ----- کنہ  
حلفاً بیان کرتا / کرتی ہوں کہ

- ۱۔ میری میٹرک / انٹر میڈیٹ کی سند جاری کردہ فیڈرل بورڈ آف انٹر میڈیٹ اینڈ سیکنڈری ایجوکیشن اسلام آباد  
رول نمبر ----- سال ----- دوران سفر یا شہر گم ہو گئی ہے۔
- ۲۔ میری انتہائی کوشش کے باوجود بھی نمل سکی۔
- ۳۔ یہ کہ میں نے اسے کسی اور مقصد کیلئے استعمال نہیں کیا ہے۔
- ۴۔ مزید یہ کہ اگر اصل سند مجھے مل گئی تو اسے بورڈ آفس میں جمع کروا دوں گا / گی۔

یہ کہ مندرجہ بالا بیان میرے علم و یقین کے مطابق درست ہے۔

شہر کا نام: ----- درخواست گزار کے دستخط -----  
مورخہ: ----- مکمل پتہ -----  
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قومی شناختی کارڈ نمبر: -----