CHILDREN & TEENS CATECHISM REGISTRATION FORM



For a Child/Teen Who Has Never Attended COTT's Catechism Programme

Important:

For Catechetical Year

2025

- 1. Please complete this form in BLOCK (CAPITAL) LETTERS.
- 2. ALL fields are required unless stated otherwise.
- 3. Documents required for registration:
 - a. The child's/teen's birth certificate (*);
 - b. Copy of the child's/teen's Sacrament of Baptism certificate (if the child/teen is baptised);
 - c. Copy of the child's/teen's Sacrament of First Holy Communion certificate (if applicable); and
 - d. Letter of Transfer from the respective parish, if the child/teen is transferring from another parish.

(*) The child's/teen's birth certificate is required for the purpose of uniquely identifying the child/teen; and for updating his/her Sacrament of Baptism and/or Sacrament of Confirmation records within the Parish; other church entities within the Catholic Archdiocese of Singapore; and/or other Roman Catholic Churches overseas (if the child/teen was baptised overseas).

Please note that:

- Catechism fee of S\$50 per child for Catechetical Year 2025 is payable upon registration.
- Only completed and duly signed registration form, accompanied with the requisite documents stated above, will be accepted and processed.
- For verification purposes only, both parents and/or guardians are required to provide a copy of:
 - a) NRIC (for Singaporeans and Permanent Residents); or
 - b) Any other photo IDs (such as Work Permit, Employment Pass, Passport etc.) and recent documents indicating residential address (for Non-Singaporeans and Non-Permanent Residents).

A. Child's/Teen's Particulars

Surname / Family Name / Last Name :																			
Foren	ame /	Give	n Nam	ne / F	irst Na	ame :													
Gend	Gender (Please circle): Date of Birth (DD/MM/YYYY):																		
MAL	.E /	FE	MAL	E				/			/								
Last 4	Last 4 Characters of Birth Certificate No. :																		
(Example, if the BC No. is T1234567A, then fill in "567A")																			
Issuing Country of Birth Certificate :																			

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^{**}NRIC or other personal identification of parents and/or guardians will be disposed upon verification.

CHURCH OF THE TRANSFIGURATION CHILDREN & TEENS CATECHISM REGISTRATION FORM

FOR CATECHETICAL YEAR 2025

Child	Child's / Teen's Nationality:																						
Residential Address :																							
															Pos	stal Co	de :						
Pleas	Please Circle & State Current Education Level :																						
	NURSERY / KINDERGARTEN / PRIMARY / SECONDARY *:																						
															I	I							
Has	Has the child / teen attended Catechism classes in another parish? YES NO																						
If Ye	f Yes, please indicate the Parish name and duration (month/years)																						
	Any sibling(s) who is in COTT Catechism Program in 2024? If Yes, please indicate the first name, last name and catechism level																						
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Child	Child / teen's medical Note / Developmental consideration to take note: VES - NO -																						
Cilii	Child / teen's medical Note / Developmental consideration to take note : YES NO																						
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Date	of Ba	otism 	ו/טטו	VIM/Y	'YYY) :]					1		Year	of Firs	t Con	ressio	n : 		Year	of Firs	t Holy	/ Com	munic 	on :
		/			/																		
Nam	e and	Addre	ess of	Churc	h of B	aptisi	n : (*f	or ov	ersea	s addı	ress, p	lease	inclu	de <u>Cit</u> y	, Stat	e/Pro	vince	and C	Counti	<u>'y</u>)			
Was	the c	hild /	/ teer	n bapi	tised	in a F	Roma	n Cat	holic	Chur	ch ov	erse:	as?			YES	П		NO	П			

* The overseas church will be updated after your child/teen receives his/her Sacrament of Confirmation.

C. 2025 Catechism Level (Please circle one level only)

Pre-pr	imary			Primar	y 1 – 6	Confir	CIP					
K1	К2	L1	L2	L3	L4	L5	L6	L7	L8	L9	L10	CIP

D. 2025 Catechism Session Timings (Please select ✓ one only)

Pre-primary Levels	Saturday 2.00 – 3.30pm
(K1 & K2)	Sunday 9.00 – 10.30am
Primary Levels	Saturday 2.00 – 3.30pm
(L1, L2, L3 and L4)	Sunday 9.00 – 10.30am
Primary Levels (L5 and L6)	Saturday 5.30 – 7.00pm
Confirmation Levels (L7 & L8)	Saturday 5.30 – 7.00pm
CIP (Catechism Initiation Program)	Saturday 10.00 – 11.30am

E. Father's / Guardian's Particulars *

(* Please circle)

Surname / Family Name / Last Name :

Surname / Family Name / Last Name :																						
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Religi	on :																					
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Prima	ry Co	ntact	No.:		•	•					•							•	•	•		•
									но	ME	TELE	РНС	NE	/ H	IAN)PH	ONE	NO.	*			

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FOR CATECHETICAL YEAR 2025

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Forer	name ,	/ Give	n Nar	ne / F	irst N	ame :																
Relig	ion :																					
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G. PERSONAL DATA POLICY

The Church of the Transfiguration (hereinafter called "the Parish") safeguards all personal data collected through the Parish office, church ministry, commission, event or activity, in accordance with the Singapore Personal Data Protection Act (2012) and the Personal Data Protection Policy stipulated in the Roman Catholic Archdiocese of Singapore's website (https://www.catholic.sg/pdpa-policy/).

COLLECTION, USE AND DISCLOSURE OF PERSONAL DATA

By submitting this form, I/we, the undersigned, hereby acknowledge and consent to:

- 1) The collection, storage, retention, adaptation, modification, reading, retrieval, use, transmission, disclosure, blocking, erasure or destruction ("Processing") of the personal data provided herein in this Form ("Personal Data") by the parish;
- 2) The Parish processing the Personal Data for the purpose of enrolling my/our child/ward into the Parish's Catechism Programme and/or for other uses by the Parish's Catechetical Ministry and or Parish.
- 3) The disclosure and transfer of the said Personal Data to approved third parties within the Archdiocese of Singapore and/or foreign Dioceses; and/or Singapore government agencies for the purpose of processing and administration.
- 4) Including my/our/our child's/our ward's name(s), contact number(s) and/or e-mail addresses into social messaging and communication platforms (including, but not limited to, ClassDojo, WhatsApp, Telegram, Facebook's Messenger, Snapchat, Skype, WeChat, Line etc.) and/or mailing lists or otherwise, where it deems necessary for the efficiency and efficacy of the communication outreach to members, including myself/ourselves and/or our child/ward.
- 5) The Parish taking photos, videos or audio recordings at Parish held events both on and off the Parish's premises which may contain my/our image/audio likeness and may be used for archival and/or publicity purposes in the Parish's website, publications, content on social media, posters and communication marketing; and
- 6) Produce my/our/our child's/ward's personal identification documentation such as NRIC, Birth Certificates, passports, work permits, employment passes, etc., for the purpose of verification upon request by the Parish staff and/or volunteer(s).

WITHDRAWAL OF CONSENT

- 1) The consent that you provide for the collection, use and disclosure of the Personal Data will remain valid until such time it is being withdrawn by you in writing. You may withdraw consent and request us to stop using and/or disclosing the Personal Data for any or all of the purposes listed above by submitting your request in writing or via email to secretary@transfiguration.sg.
- 2) Upon receipt of your written request to withdraw your consent, we may require reasonable time (depending on the complexity of the request and its impact on our relationship with you) for your request to be processed and for us to notify you of the consequences of us acceding to the same, including any legal consequences which may affect your rights and liabilities to us in general, we shall seek to process your request within ten (10) working days of receiving it.
- 3) Whilst we respect your decision to withdraw your consent, please note that depending on the nature and scope of your request, we may not be in a position to continue providing our services to you and we shall, in such circumstances, notify you before completing the processing of your request. Should you decide to cancel your withdrawal of consent, please inform us in writing.

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FOR CATECHETICAL YEAR 2025

4) Please note that withdrawing consent does not affect our right to continue to collect, use and disclose Personal Data where such collection, use and disclose without consent is permitted or required under applicable laws. This includes Personal Data recorded in the Parish's parochial registers as required by the Roman Catholic Church's Canon Law.

H. ACKNOWLEDGEMENT & ACCEPTANCE

- 1. I/We, the undersigned, shall ensure that my/our child/ward attends Mass regularly;
- 2. I/We, the undersigned, shall ensure that my/our child/ward attends catechism classes regularly to meet the minimum attendance of 75%.
- 3. In the event that my/our child/ward's attendance for the 2025 Catechism Programme is less than 75%, I/we acknowledge and accept that he/she may not be eligible for Phase 1 (priority) Catechism Registration for the subsequent Catechetical Year (subject to vacancy); and
- 4. I/We, the undersigned, confirm that the information provided in this Form is true and correct;
- 5. I/We, the undersigned, acknowledge and accept the terms stated herein; and acknowledge and accept that the terms stated herein will continue to apply as long as my/our child/ward remains enrolled in the Catechism Programme.

(Acknowledgement by both Parents are required unless an exception is granted at the time of registration)

Signature of Father / Guardian * (Please circle) :	Signature of Mother / Guardian * (Please circle):
Name of Father / Guardian * (Please circle):	Name of Mother / Guardian * (Please circle):
Date :	Date :
For Catechetical Office use only :	Receipt No :

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