## **CHILDREN & TEENS CATECHISM REGISTRATION FORM**



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

### Important:

For Catechetical Year

2026

- 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 2026 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

Surn	ame /	Famil	y Nam	ie / L	ast Na	me:														
Fore	name ,	/ Give	n Nan	ne / F	irst Na	me:														
Gend	ler <i>(Ple</i>	ease o	ircle):			Date o	f Birth	ı (DD,	/MM/	YYYY	):									
MA	LE /	' FE	MAL	.E				/			/									
Last 4	4 Char	acters	of Bi	rth Ce	ertifica	te No	:													
				(Ex	ample	e, if th	ne BC	No.	is T12	2345	67A,	the	n fil	l in '	'567	A")				
Issuii	ng Cou	intry o	of Birt	h Cer	tificate	2:														

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<sup>\*\*</sup>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 2026

Child	's / Te	en's N	lation	ality:																			
Resid	ential	Addr	ess:					•	•		'	'	•			•	•						
															Ро	stal C	ode:						
Plea	se Ci	rcle 8	& Sta	ite <u>C</u>	urrer	nt Ed	ucati	on L	evel:														•
NUR	SERY	/ / KI	NDEI	RGAI	RTEN	/ PR	IMA	RY/	SECC	ONDA	ARY	*:											
	the ch										-				YES	S 🗆		NO					
1 -	ny sibling(s) who is in COTT Catechism Program in 2025?  "Yes", please indicate the first name, last name and catechism level  hild / teen's Medical / Developmental consideration to take note:  YES NO																						
	hild / teen's Medical / Developmental consideration to take note:  "Yes", please provide brief details																						
	B. Child's/Teen's Roman Catholic Initiation/Sacrament(s) Information Please indicate 'Yes / No' in each question. Baptism certificate is required, if applicable.																						
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	the c	-		-										er Sa	crame	ent of		E <b>S</b> [	] tion)	N	o 🗆		
	t <b>he ch</b>	•															YE	S [	]	NO	<b>D</b>		
	t <b>he ch</b>									-	ommı	union	ı?				YE	ES [	]	NO	<b>□</b>		

Name and Address of Church of Baptism: (\*for overseas address, please include City, State/Province and Country)

											.

### C. 2026 Catechism Level (Please circle one level only)

Pre-pr	imary			Primar	y 1 – 6			Confir	mation (fo	Secondary	/ Level)	CIP
K1	К2	L1	L2	L3	L4	L5	L6	L7	L8	L9	L10	CIP

# D. 2026 Catechism Session Timings (Please select ✓ one only)

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

## E. Father's / Guardian's Particulars \*

(\* Please circle)

Surname / Family Name / Last Name:

Foren	ame /	/ Give	n Nan	ne / F	irst Na	ame:									
Religi	on:														

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# CHURCH OF THE TRANSFIGURATION CHILDREN & TEENS CATECHISM REGISTRATION FORM

FOR CATECHETICAL YEAR 2026

Bapt	ism Na	ame (	if appl	licable	e):																
Prim	ary Co	ntact	No.:										-								
									Но	me 1	Геlе <sub>l</sub>	ohon	ie / I	Hand	dpho	ne N	No.*				
Prim	ary E-ı	mail A	Addres	is:					l												
Activ	e mer	nber	of whi	ch Mi	nistry	in CO	TT (if	applic	able)	: (*Si	gnatu	re of I	Vinist	ry Co	ordina	ator is	requi	ired)	1		
			ly Nan																		
Fore	name	/ Give	en Nar	ne / F	irst N	ame:		1	ı	ı			1								
Relig	ion:																				
Bapt	ism Na	ame (	if appl	licable	e):																
Prim	ary Co	ntact	No.:																		
									Но	me 1	Γele	phon	ie / I	Hand	dpho	ne N	No.*				
Prim	ary E-	mail A	Addres	ss:					<b>1</b>												
Activ	e mer	nber	of whi	ch Mi	nistry	in CO	TT (if	applic	cable)	: (*Sią	gnatu	re of I	Vinist	ry Co	ordina	ator is	requi	ired)			

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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 (<a href="https://www.catholic.sg/pdpa-policy/">https://www.catholic.sg/pdpa-policy/</a>).

### 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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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 (Please read carefully before signing)

- 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 2026 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	Date Processed:

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