



# Replacement of Certificate / Diploma

## 補領証書/文憑申請表



Name: \_\_\_\_\_ ID Card No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Postal Code:     NIL     City / State:     HONG KONG    

Phone No.: \_\_\_\_\_ Number of Certificate to be replaced: \_\_\_\_\_

Email: \_\_\_\_\_

Diploma / Certificate	Level & Subject(s)	Exam Result	Series / Month / Year

### Instructions for completing this form:

1. Please enclose photocopies of the certificates and/or result slips also photocopy of Identity Card with a **covering letter stating reason** for replacement requisition.
2. Duration of processing will take approx. 2 months from date of receipt of complete documents.
3. Administration Fee: **HK\$578 (cash only) per certificate or diploma.**

補領証書 / 文憑，(超過 6 年不可再補領)填妥資料後，連同身份證影印本及補領費用 HK\$578 (請支付現金)，交往香港聖柏斯專業學校 (九龍油麻地彌敦道 515-517 號好收成商業大廈 2 字樓)本校電話：2396 2611 LCCI Hong Kong Office：3181 0100

**Note: Examination records are retained for 6 years only and certificate issued above 6 years period cannot be replaced.**

### For Office Use Only

Date received		Receipt Number	
<input type="checkbox"/> \$578 cash only		Date Issued	