



Replacement of Certificate / Diploma

補領証書/文憑申請表



Name:		ID Card No:	
Address:			
Phone No:		Email:	
Date of Birth:		Number of Certificate to be replaced:	

Diploma / Certificate	Level	Subject	Exam Result	Exam Date (Year/Month)

Instructions for completing this form:

1. Please enclose photocopies of the certificates and/or result slips also photocopy of Identity Card.
2. Duration of processing will take approx. 5 months from date of receipt of complete documents.
3. Administration Fee: **HK\$621 (cash only) per certificate or diploma.**
4. Examination records are retained for 6 years only and certificate issued above 6 years period cannot be replaced.

各位補領証書/文憑，請留意下列資料：

- 1 超過 6 年不可再補領証書/文憑
2. 填妥資料後，交往香港聖柏斯專業學校(電話：2396 2611)
(九龍油麻地彌敦道 515-517 號好收成商業大廈 2 字樓)
3. 需要呈交的文件包括：
 - (a) 本申請表格 & (b) 証書/文憑/成績單副本(如有) &
 - (c) 身份證副本 & (d) 補領費用 HK\$621 (現金)
4. 處理補領証書/文憑需時大約 5 個月

For office use only

Receipt No : _____ \$ _____ Date : _____ Staff : _____