

Replacement of Certificate / Diploma

Candidate Details in BLOCK CAPITALS:



Hong Kong
School of Commerce
香港商業專科學校



Name: _____ HKID No.: _____

Mailing Address: _____

Postal Code: _____ City / State: _____

Contact No.: _____ Number of Certificate to be replaced: _____

Email: _____

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

Instructions for completing this form:

- 1 Registered Training Centres should submit the application on behalf of their students with a covering letter.
- 2 For private candidates, please send your application directly to your nearest appointed key centre. The certificate issued will be sent to the key centre for collection.
- 3 Please enclose photocopies of the certificates and/or result slips also photocopy of HKID Card with a **covering letter stating reason** for replacement requisition.
- 4 Duration of processing will take approx. 2 months from date of receipt of complete documents.
- 5 Send the appropriate administration fee together with this form. Administration Fee: **HK\$522 per certificate or diploma.**

Payment mode:

By Cheque : issue crossed cheque made payable to "Hong Kong School of Commerce"

** Please include bank charges for all International transactions

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

Date received		Handled by	
By cheque : _____		Amount received	