

# Replacement of Certificate / Diploma



Hong Kong  
School of Commerce  
香港商業專科學校



Candidate Details in BLOCK CAPITALS:

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 Centers 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 center. The certificate issued will be sent to the key center 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 \$550 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

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

Date received		Handled by	
By cheque: _____		Amount received	