

**November 2024 Series Exam - Candidate Entry Form**  
(Closing Date: 26 October 2024)



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



LCCI Centre Code	<b>239752</b>		
Candidate Full Name in Block Letters (as per HKID card)			
H.K.I.D Card No		Date of Birth (DD/MM/YYYY)	
Nationality		Gender (Please tick)	Male <input type="checkbox"/> Female <input type="checkbox"/>
Do you have any physical disabilities that may affect you in the examination?		Yes/No (if yes, please indicate)	
Are you a Hong Kong School of Commerce student?		Yes <input type="checkbox"/>	ERB FT <input type="checkbox"/> ERB PT <input type="checkbox"/> No <input type="checkbox"/>
Postal Address			
Email Address			
Home/ Office No.		Mobile Phone No.	
<p>Stick the Copy of HKID</p>			

Examination Date	Examination Time	Subject	Fee: \$
<b>28-Nov-24</b>	<b>7:00-9:00 PM</b>		
<b>29-Nov-24</b>	<b>7:00-9:00 PM</b>		
<b>30-Nov-24</b>	<b>10:00 AM - 12:00 PM</b>		
<b>30-Nov-24</b>	<b>2:00-4:00 PM</b>		
<b>30-Nov-24</b>	<b>6:00-8:00 PM</b>		
<b>Total:</b>			

<p><b>Candidate Declaration:</b></p> <p>I declare that the above information is correct. I agree to be contacted by IAB LCCI (and/or IAB group of companies or their service providers) for special marketing offers, promotions, information about IAB's products and services which may be of interest by Mail, E-mail, SMS and Telephone Call. I consent to the collection, use and disclosure of my personal data by IAB (and/or IAB group of companies or their service providers) for the above purpose.</p>	<b>For Centre Use Only</b>
	<p>Received by <b>Hong Kong School of Commerce</b></p> <p><b>NB : ALL LCCI FEES ARE NON-REFUNDABLE</b></p>
<p>_____ Candidate's Signature and Date</p>	<p>_____ Centre's Signature and Date</p>

## GUIDANCE NOTES

1. **It is the responsibility of candidates to ensure that there is no timetable clash at the time entries are submitted, no special timetabling arrangements will be made.**
2. Once entries have been made, amendments to selection of subjects will not be entertained.
3. Fees paid **will not be refunded** or **transferred**.
4. Valid reasons for being absent from the LCCI Exam include extreme weather conditions (No.8 Tropical Cyclone warning signal or above, Black Rainstorm Warning signal) and documented sickness or medical conditions. **IAB determines whether to allow students to re-sit the exam.**

### Registration Method

Office Hours : 10:00 am – 9:00 pm (Mon to Fri); 10:00 am – 6:00 pm (Sat)  
(Closed on Sundays, Public Holidays and School Holidays)

Address : Hong Kong School of Commerce  
1/F, 81 Austin Road, Jordan, Kowloon (Exit C2, Jordan MTR Station / Exit F, Austin MTR Station)

Telephone : 2730 5653

Website : [www.hksc.edu.hk](http://www.hksc.edu.hk)

Please bring the following documents for registration purpose:

1. Completed entry form;
2. A photocopy of your HKID card / Passport;
3. Cash for the payment of the examination fee

### Payment of Examination Fees:

Only cash is acceptable

### Admission Forms

No Admission Form is required. Candidates must bring their HKID Card for the Examination

### Examination Results

Results will be released to all candidates about **four months** after the last examination date.

### Candidate with Special Needs

Candidate with disabilities may apply for special examination arrangements (e.g. extra time allowance, provision of braille or enlarged question papers) for an examination. Each application should be accompanied by supporting documents. School candidates should apply via their schools. Private candidate may submit the applications together with the entry forms before the closing date. Late applications without valid reasons may not be accepted.

### Personal Particulars

Personal data will be used for the purpose of conducting the examination, educational research, programme development and direct mailing and may be used for employment and marketing purposes.

### Further Enquiries

IAB LCCI Office  
Tel : +44(0)208 187 8888  
Email : [INFO@IABLCCI.ORG.UK](mailto:INFO@IABLCCI.ORG.UK)  
Website : [www.lcciasia.com](http://www.lcciasia.com) or [www.iablcci.org.uk](http://www.iablcci.org.uk)