

本局檔號：DSE/CR 3/2020

香港中學文憑考試
2019/2020 年度考試通告第三號
領取 2019 年考試證書

- 一. 請各與考學校委派職員於 **2019 年 10 月 21 日至 25 日** 期間，於辦公時間（星期一至五：上午 8 時 30 分至下午 5 時 30 分）攜同填妥本函附夾的領取單到本局修頓中心辦事處（地址：香港灣仔軒尼詩道 130 號修頓中心 12 樓）領取 2019 年香港中學文憑考試證書。
- 二. 證書依考生註冊編號次序排列，全試缺席或全部科目成績屬「不予評級」(Unclassified)／「未達標」(Unattained)／「未獲級別」(Ungraded)的考生不獲頒發證書。
- 三. 為方便校方記錄證書的派發情況，本局會為各校提供一份電腦印製的文件，內依考生註冊編號次序列出考生資料（**樣本一**），文件將連同證書交予校方。考生在領取證書時應在該文件上填上其證書的編號並在適當位置簽收。該文件由校方保存，不必交回本局。
- 四. 請校方盡早派發證書予考生，並通知各考生核對其證書上的個人資料（包括中、英文姓名及身分證明文件號碼）。如需作出更正，考生應盡早將證書及已填妥的申請更正表格（**樣本二**）交回本局辦事處處理。如委託他人辦理，受託人須提交考生的身分證明文件副本。凡於 2019 年 12 月 31 日或以前提出的更正申請，本局不收費用；於 2020 年 1 月 1 日至 2020 年 3 月 31 日之間提出的更正申請，考生須繳交費用港幣 258 元。2020 年 3 月 31 日後，本局不接納更改證書上個人資料的申請。
- 五. 考生如遺失證書或要求在 2020 年 3 月 31 日以後更改個人資料，可向本局申請成績證明書。申請成績證明書的費用現時為每張港幣 510 元。
- 六. 如有考生未回校領取證書，學校須於領取下年度（即 2020 年）證書時將仍未認領的 2019 年證書交還本局。
- 七. 如有查詢，請聯絡陳靜霞小姐（電話：3628 8911）。

學校考試及評核部總經理 許婉清

2019 年 10 月 14 日

致：各與考學校校長

學校編號
School Code

領取單 COLLECTION SLIP

(請於 2019 年 10 月 21 日至 25 日到考評局領取香港中學文憑考試證書)
(Certificates to be collected **between 21 and 25 October 2019**)

致：香港考試及評核局學校考試及評核部經理
To: Manager, School Examinations & Assessment Division, HKEAA

2019 年香港中學文憑考試 HONG KONG DIPLOMA OF SECONDARY EDUCATION EXAMINATION 2019

請將本校下列各項文件交給
Please allow the bearer, Mr / Mrs / Ms
school the following documents:

先生／女士帶回：
to collect for my

_____ 2019 年香港中學文憑考試證書
certificates for the 2019 Hong Kong Diploma of Secondary Education Examination



校長簽署
Signature of Principal: _____

學校名稱
Name of School: _____

日期
Date: _____

辦公時間：星期一至五：上午 8 時 30 分至下午 5 時 30 分

Office Hours: Monday to Friday: 8:30 am – 5:30 pm

地址：香港灣仔軒尼詩道 130 號修頓中心 12 樓

Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong

Acknowledgement of Receipt of Certificates

樣本一 SPECIMEN 1

SCHOOL CODE: 30999

SCHOOL NAME: ABC College

REF.	CAND NO.	CAND NAME	CERTIFICATE SERIAL NO.	SIGNATURE	DATE OF RECEIPT
6A01	19XXXX398	CHAM	-----	-----	-----
6A02	19XXXX386	CHEUNG	-----	-----	-----
6A03	19XXXX126	CHEUNG	-----	-----	-----
6A04	19XXXX915	CHEUNG	-----	-----	-----
6A05	19XXXX092	CHEUNG	-----	-----	-----
6A06	19XXXX722	CHIU	-----	-----	-----
6A07	19XXXX383	LAM	-----	-----	-----
6A08	19XXXX866	LEE	-----	-----	-----
6A09	19XXXX588	NGAI	-----	-----	-----
6A10	19XXXX857	POON	-----	-----	-----
6A11	19XXXX528	WONG	-----	-----	-----
6A12	19XXXX021	WONG	-----	-----	-----
6A13	19XXXX468	YE	-----	-----	-----
6A14	19XXXX168	YEUNG	-----	-----	-----
6A15	19XXXX716	CHAN	-----	-----	-----
6A16	19XXXX926	CHENG	-----	-----	-----
6A17	19XXXX924	CHENG	-----	-----	-----
6A18	19XXXX660	CHUI	-----	-----	-----
6A19	19XXXX269	CHUN	-----	-----	-----
6A20	19XXXX962	HSU	-----	-----	-----
6A21	19XXXX233	HUI	-----	-----	-----
6A22	19XXXX448	KONG	-----	-----	-----
6A23	19XXXX261	KWOK	-----	-----	-----
6A24	19XXXX587	LAM	-----	-----	-----
6A25	19XXXX932	LEUNG	-----	-----	-----

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樣本二
SPECIMEN 2

To: Manager, School Examinations and Assessment Division
Hong Kong Examinations and Assessment Authority
12/F, Southorn Centre
130 Hennessy Road, Wan Chai
Hong Kong

Hong Kong Diploma of Secondary Education Examination 2019
Request for Amendment of Personal Data on the Certificate
(Amendment requests will NOT be accepted after 31 March 2020)

1. I found the following error(s) in respect of my personal particulars on the 2019 HKDSE certificate:
(Please '√' as appropriate)

Name in English

Identification Document No.

Name in Chinese

Points to Note

- (1) *The original certificate must be returned.*
(2) *Applicants are required to produce their identification document for inspection. If the application is submitted through an authorised person, a copy of the applicant's identification document should be produced for verification against the data listed below.*
(3) *Amendment of personal data on the certificate will be made by the Authority free of charge if the request is received on or before 31 December 2019. For requests made between 1 January 2020 and 31 March 2020, a fee of \$258 will be charged. No amendment of personal data on the certificate will be accepted after 31 March 2020.*

2. I enclose my original certificate. Please make the following amendment(s) :

	Error Detected	Correct Information (in BLOCK Letters)
Name in English		
Name in Chinese		
Identification Document No.		

Address: _____

Signature: _____
Name : _____
(in BLOCK letters)

Tel. No.: _____

Date : _____ Candidate No. : _____

For office use

Handled by _____

Checked by _____



HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

HKDSE 2019 – Amendment of personal data on the certificate

DSE

The applicant will be notified of the date for the collection of the amended certificate
around two weeks after the submission of the form.