

Ref.: DSE/CR 3/2020

14 October 2019

**Hong Kong Diploma of Secondary Education Examination  
Examination Circular No. (3) 2019/2020  
Collection of 2019 Examination Certificates**

1. School principals are requested to send a member of staff to collect the 2019 Hong Kong Diploma of Secondary Education Examination certificates for their candidates from the Authority's Southorn Centre office (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong) during office hours (Monday to Friday: 8:30 am - 5:30 pm) **between 21 and 25 October 2019**, bringing the attached collection slip duly completed.
2. The certificates are arranged in Candidates' Reference Number order. Candidates who were absent from all subjects or whose results in all subjects are 'Unclassified'/'Unattained'/'Ungraded' will not be given a certificate.
3. To facilitate schools in recording the distribution of certificates to candidates, the Authority will provide each school with a computer-print document (*Specimen 1*), which lists the particulars of the candidates in Reference Number order. The document will be distributed to schools together with the certificates. Candidates should fill out the serial numbers of their certificates on the document and sign on the appropriate space to acknowledge receipt. This document is to be kept by the school and need not be returned to the Authority.
4. School principals are requested to distribute the certificates to their candidates as soon as possible and advise them to check their personal data (such as Chinese/English name and identification document number) on the certificates. Should amendments be necessary, candidates should complete the amendment request form (*Specimen 2*) and return it together with the certificate to the Authority's Southorn Centre office as soon as possible. Candidates may request amendments through an authorised person who should submit a photocopy of the candidate's identification document. 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 HK\$258 will be charged. No amendment of personal data on the certificate will be accepted after 31 March 2020.
5. If a candidate loses his/her certificate or wishes to amend his/her personal data after 31 March 2020, he/she may apply for a Statement of Results from the Authority. The current fee for the issue of a Statement of Results is HK\$510 per copy.
6. School principals are required to return all unclaimed 2019 certificates to the Authority at the time when certificates for the next Examination (i.e. 2020 Examination) are collected.
7. In case of enquiries, please contact Ms Queenie Chan (Tel. No. 3628 8911).

MARGARET HUI (MS)  
General Manager, School Examinations and Assessment Division

To: Principals of Participating Schools

學校編號  
School Code

## 領取單 COLLECTION SLIP

(請於 2019 年 10 月 21 日至 25 日到考评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	-----	-----	-----

DSE

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.