

重要事項 Important Note :

(i) 填寫本表格前，考生應先閱讀「成績證明文件申請指引」。「申請指引」在考評局修頓中心及新蒲崗辦事處派發，有關資料亦可從考評局網頁 (https://www.hkeaa.edu.hk/tc/our_services/cert/) 下載。

Candidates should read through the “Application Guide for Certification Documents” before completing this form. The “Application Guide” is available at the HKEAA Southern Centre office and San Po Kong office, and can be downloaded from the HKEAA website (https://www.hkeaa.edu.hk/en/our_services/cert/).

(ii) 如申請多於一項考試／一個考試年度的函件，請分別填寫申請表。Please fill in separate application forms if more than one examination / one examination year is involved.

(iii) 考生在以下第 1 及 2 項*提供的個人資料應與報考時的資料相同。
Personal data provided in (1) and (2) * below should be the same as those provided at the time of registering for the examination.

更改個人資料通知 NOTIFICATION OF CHANGE OF PERSONAL DATA

如考生的個人資料於發放成績通知書／證書後有任何更改，並要求將已更新的資料列印於成績證明文件上，請填寫本部分及將**有效的身分證明文件副本和改名契副本**一併遞交。在申請時，考生須出示有關文件的正本供考評局核實。

If any of your personal data has been changed after the issuance of results notice / certificate and you wish to have the new data printed on the certification document(s), please state the change below and attach a **photocopy of your valid identification document and that of the deed poll**. You should present the original copy of the said identification document for verification at the time of application.

(請在適用的類別加上‘✓’號，並列明所須更改的資料。)

(Please put a ‘✓’ against the change(s) requested and provide the new data.)

1. 本人已更改以下個人資料，並要求將下列的資料列印於成績證明文件上：

I have changed the following personal data and wish to have the new data printed on the certification document(s).

- (1) ☐ 中文姓名 Name in Chinese _____ ☐ 英文姓名 Name in English _____
- (2) ☐ 身分證明文件號碼 Identification Document Number _____
- (3) ☐ 性別 Gender _____
- (4) ☐ 出生日期 Date of Birth _____

由 2005 年 12 月起，考生的「出生日期」及「性別」不會印於成績證明文件上。

With effect from December 2005, the candidate's 'date of birth' and 'gender' will not be printed on the certification documents.

2. 現附上本人有效的身分證明文件副本及改名契副本（在遞交申請時，考生須出示有關文件正本供考評局核實）。

The photocopies of my valid identification document and deed poll are attached (applicant should present the originals of the said documents for verification at the time of application).

考生簽署 Signature of Candidate : _____ 日期 Date : _____

收件人地址 Particulars of Addressee(s)

請以**正楷**填寫，並在下列適當的位置以‘✓’號表示寄發函件目的（自由選擇填寫），資料將印於成績證明文件上。如超過兩位收件人，請將資料填於另一張表格上。

Please complete in **BLOCK letters**. Please put a ‘✓’ against the appropriate box below and provide information for the purpose of certification (optional), that will be printed on the certification letter. If there are more than 2 addressees, please use an additional form.

<p>1. 收件人及／或職稱 Designation 院校／機構名稱 Name of Institution/ Organisation</p>	<p>2. 收件人及／或職稱 Designation 院校／機構名稱 Name of Institution/ Organisation</p>
<p>地址 Address</p>	<p>地址 Address</p>
<p>寄發函件目的 Purpose of Certification (自由選擇填寫) (Optional)</p> <p><input type="checkbox"/> 申請入學 Application for Programme 課程名稱 Programme Name: _____</p> <p>申請編號 Application No.: _____</p> <p><input type="checkbox"/> 申請職位 Application for Job 職位名稱 Position: _____</p> <p>職位編號 Reference No.: _____</p>	<p>寄發函件目的 Purpose of Certification (自由選擇填寫) (Optional)</p> <p><input type="checkbox"/> 申請入學 Application for Programme 課程名稱 Programme Name: _____</p> <p>申請編號 Application No.: _____</p> <p><input type="checkbox"/> 申請職位 Application for Job 職位名稱 Position: _____</p> <p>職位編號 Reference No.: _____</p>

本人確認表格上所列的個人資料正確無誤，並同意「申請指引」內所述的條件，包括將個人資料整理作指定用途。

I confirm that the personal data given on this form are correct and agree to the conditions set forth in the “Application Guide” including the collection of personal data for the purposes stated.

考生簽署 Signature of Candidate : _____ 日期 Date : _____

考評局專用 FOR OFFICE USE ONLY

Total no. of addressee(s) : _____

Identification document(s) and payment checked by: _____ Date: _____

PLU 7 (CE) PLU 8 (HL) PLU 9 (AL) PLU 10 (PTH) PLU 11 (DSE)

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查詢 Enquiries

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辦公時間 Office Hours

星期一至五

Monday to Friday:

08:30 - 17:30

星期六、日及公眾假期

Saturday, Sunday and General Holidays:

休息 Closed