

補發證書申請表格

APPLICATION FORM FOR REPLACEMENT OF CERTIFICATE
A. 個人資料 Personal Particulars 請以正楷填寫此表格 Please type or print in BLOCK LETTERS.

英文姓名 Name in English	
中文姓名 Name in Chinese	
香港身份證號碼 HKID Card No./護照號碼 Passport No.	
學生證號碼 Student Number	
課程名稱及班別 Course Title & Class	
聯絡電話 Contact Number	
電郵 E-mail Address	
通訊地址 Correspondence Address	

B. 補發證書資料 Details of Replacement Certificate

課程名稱 Course Title (每張證書申請費用為港幣壹佰元正) (e.g. 註冊小型工程承建商(公司)補足課程, 適任技術人員 T1 證書)	發出日期 Date of Issue (e.g. 2009.11.11)

C. 聲明 Declaration 本人 I:

- ◆ 明白包括補發證書在內, 只可同時間擁有由學院頒發予本人每項的證書一張, 如本人隨後尋回遺失的證書, 必須歸還補發或原來的證書予學院。本人謹此聲明本人的原來證書已遺失。
Understand that I can be in possession of only ONE copy, including the replacement copy, of the certificate for each qualification issued by IVE / HKDI / SBI / YC, and I would be required to submit the extra copy (ies) of the certificate to the IVE / HKDI / SBI / YC for destruction if the original copy, previously reported lost, was subsequently found. I hereby declare that my original certificate(s) is/are lost.
- ◆ 已清繳補發證書的所需費用及所有對職訓局的欠款 (包括圖書館及其他罰款), 否則, 不會獲發在職業訓練局轄下學院所修讀課程/單元的成績單、證書及相關證明。
Have already settled the replacement fee and all the outstanding fee (including library and other fines) owed to the VTC. Otherwise, my transcripts, certificates and related certification will be withheld.

簽署 Signature _____ 日期 Date: _____

認收 Acknowledgement 本人確認領取上述文件。 I acknowledge receipt of the above mentioned document(s)

學生簽署 Signature of Student: _____ 日期 Date: _____

職員專用 For Staff Use

- 已查核學生身份證及學生記錄。 Student's HKID Card & record checked.
- 已收取補領費用。 Service Fee is received.

辦理職員 Action by: _____ 日期 Date: _____

核實職員 Verification by: _____ 日期 Date: _____

申請須知
APPLICATION GUIDE

1. 證書只獲發一次，並無副本。倘若遺失，學生／畢業生可向本辦事處申請補發證書。
The certificate is a unique document. No duplicate copy will be issued. However, a student / graduate may apply for a replacement certificate from Engineering Discipline In-service Training Office in case of loss of an original certificate.
2. 按職訓局現時的政策，學生／離校生如有欠款(包括圖書館及其他罰款)，其在職業訓練局轄下學院所修讀課程／單元的成績單、證書及相關證明將一律不予發放，直至清繳所有欠款為止。
According to the prevailing policy of VTC, transcripts, certificates and related certification in respect to a student/ex-student will be withheld until he/she has paid up all his/her outstanding fee (including library and other fines) owed to the VTC.
3. 有關申請將於下列文件交妥至本辦事處後方獲處理，包括：
 - 補發學歷證書申請表格；
 - 補發證書費用(每張證書申請費用為港幣壹佰元正)；及
 - 已清還所有欠款的收據／支票號碼(如適用)(註：工程學科在職培訓組會於確認收到有關款項後，才會開始補發證書。)
The request for replacement will only be processed after the following documents have been well received by Engineering Discipline In-service Training Office, including:
 - application form for replacement of certificate;
 - payment of the replacement fee – HK\$100 for each replacement certificate; and
 - payment receipt/cheque number of outstanding fee, if any**(Note: Your application for replacement of certificate will be processed only after the confirmation of the receipt of above-mentioned payments.)**
4. 每一位學生／畢業生只可同時間擁有其獲發的證書一張(包括補發證書在內)。如隨後尋回遺失的證書，則必須歸還補發或原來的證書予工程學科在職培訓組。已繳的費用概不發還。
A student / graduate should only be in possession of **ONE** valid copy of the certificate, including the replacement copy, for his/her qualification obtained at any given time. In other words, if a certificate, previously reported lost, was subsequently found, the student / graduate concerned is required to return any extra copy to Engineering Discipline In-service Training Office. Any fee paid will not be refunded.
5. 補發的證書下方會註明「重發日期」及「此乃因遺失而補發的證書」等字句，其形式或會與原來的證書不完全一樣。
A replacement certificate will have additional notes, “Date of re-issue” and “This is a replacement for loss of original certificate” at the bottom of the certificate. Its format may not be exactly the same as the previous original version.
6. 如有查詢，請與工程學科在職培訓組聯絡。
Enquiries concerning application for replacement of award certificate should be directed to the related Engineering Discipline In-service Training Office.

繳交補發證書費用的方法
Payment Methods of Replacement of Certificate

繳費方式 – 支票	抬頭註明「 職業訓練局 」 (請在支票背面寫上申請人全名及電話號碼，以茲識別) 郵寄或送交往： 工程學科在職培訓組 新界青衣島青衣路 20 號 B322 室
Payment Method – Cheque	Payable to “ Vocational Training Council ” Postal Address: Engineering Discipline In-service Training Office Rm B322, 20 Tsing Yi Road, Tsing Yi Island, N.T.