

**BLOCK LETTERS PLEASE 請用正楷填寫**

Complete and email the form to [yle@britishcouncil.org.hk](mailto:yle@britishcouncil.org.hk) or mail it to British Council, 3 Supreme Court Road, Admiralty, Hong Kong

填妥申請表並電郵至 [yle@britishcouncil.org.hk](mailto:yle@britishcouncil.org.hk) 或寄回香港金鐘法院道 3 號英國文化協會

**Candidate Details 考生資料**

Name 姓名  
(English 英文)

Family Name 姓	Other Name(s) 名	<i>(Please write name as shown on your identity document 姓名必須與身份證明文件相符)</i>
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ID/Passport Number 身份證或護照號碼 \_\_\_\_\_ Date of Birth 出生日期 \_\_\_\_\_ D 日 \_\_\_\_\_ M 月 \_\_\_\_\_ Y 年

Address 地址 \_\_\_\_\_

E-mail 電郵 \_\_\_\_\_

**Exam Details 考試資料 \***

Exam Date 考試日期 \_\_\_\_\_ D 日 \_\_\_\_\_ M 月 \_\_\_\_\_ Y 年

Exam Level 考試級別 (please select 請選擇)

- |  |   |
|--|---|
| <input type="checkbox"/> A2 Key (KET) 劍橋英語：證書第一級         | <input type="checkbox"/> A2 Key (KET) for Schools 劍橋英語：證書第一級校園版         |
| <input type="checkbox"/> B1 Preliminary (PET) 劍橋英語：證書第二級 | <input type="checkbox"/> B1 Preliminary (PET) for Schools 劍橋英語：證書第二級校園版 |
| <input type="checkbox"/> B2 First (FCE) 劍橋英語：證書第三級       | <input type="checkbox"/> B2 First (FCE) for Schools 劍橋英語：證書第三級校園版       |
| <input type="checkbox"/> C1 Advanced (CAE) 劍橋英語：證書第四級    |   |
| <input type="checkbox"/> C2 Proficiency (CPE) 劍橋英語：證書第五級 |   |

\* Your fee will not be refunded if the record is not found as the cost of a search absorbs most of the fee. It is essential that you provide the year in which the exam was taken. 考生必須提供正確考試年份及級別。如因任何原因而未能發出成績證明書，已繳申請費用將被視為行政費用而不獲發還。

**Reason for Replacement of Certificate 申請補領證書的原因**

**Name Misprint 更正考生姓名**

- Cross out the incorrect name on the certificate in pencil.  
用鉛筆在證書上刪掉錯誤的姓名。
- Then write the correct name above in CAPITALS and in pencil.  
然後用鉛筆以正楷寫上正確的姓名。
- Send the certificate and this form using a secure delivery method to British Council.  
以安全的送遞方法把證書及此表格一併寄回本會。
- Please complete the **Payment Options** below 請填妥下列付款方法

For the request is made <u>within 6 months</u> after the certificate is being issued. 於證書頒發六個月內提出更正考生姓名  The fee below will be charged if your mailing address is 本會將收取以下費用以寄回證書往 <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>HK\$120 - a Hong Kong address 香港地址</b></li> <li><input type="checkbox"/> <b>HK\$250 - a non- Hong Kong address 非香港地址</b></li> </ul>	the request is made <u>more than 6 months</u> after the certificate is being issued. 於證書頒發六個月後提出更正考生姓名  The fee below will be charged if your mailing address is 本會將收取以下費用以寄回證書往 <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>HK\$ 620 - a Hong Kong address 香港地址</b></li> <li><input type="checkbox"/> <b>HK\$750 - a non- Hong Kong address 非香港地址</b></li> </ul>
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--- Please turn overleaf ---

--- 請翻後頁 ---

**Loss of Certificate 遺失證書**

- A certifying statement will be provided to replace certificates that have been lost or mislaid. Please select the following: 如考生遺失證書，可申請成績證明書。請選擇所需服務：

<b>Certifying statement (one copy)</b> 成績證明書 (一份) Processing time: 4-5 weeks 申請需時四至五個星期	<b>Fast track certifying statement (one copy)</b> 特快成績證明書 (一份) Processing time: 2-3 weeks 申請需時二至三個星期
<input type="checkbox"/> HK\$850 for paper set date of 1/1/1999 or later 港幣 850 元 (考試於 1999 年 1 月 1 日或以後舉行)	<input type="checkbox"/> HK\$1,200 for paper set date of 1/1/1999 or later 港幣 1,200 元 (考試於 1999 年 1 月 1 日或以後舉行)
<input type="checkbox"/> HK\$1,500 for paper set date of 31/12/1998 or earlier 港幣 1,500 元 (考試於 1998 年 12 月 31 日或以前舉行)	<input type="checkbox"/> HK\$1,800 for paper set date of 31/12/1998 or earlier 港幣 1,800 元 (考試於 1998 年 12 月 31 日或以前舉行)
<input type="checkbox"/> HK\$200 for additional copies per application 港幣 200 元 (同時申請額外成績證明書)	<input type="checkbox"/> HK\$200 for additional copies per application 港幣 200 元 (同時申請額外成績證明書)
<b>Note: the following part is mandatory.</b> 注意: 以下部分必須填寫	
<input type="checkbox"/> <b>HK\$120 if your mailing address is a Hong Kong address</b> 港幣 120 元以寄往香港地址	
<input type="checkbox"/> <b>HK\$250 if your mailing address is a non-Hong Kong address</b> 港幣 250 元以寄往非香港地址	

**Payment Options 付款方法**
 **By Credit Card 信用卡付款**
 **VISA**     **MasterCard**    Cardholder's Name 持卡人姓名 \_\_\_\_\_

 Credit Card Number 信用卡號碼        -     -     -    

Expiry Date 到期日 \_\_\_\_\_ / \_\_\_\_\_    Cardholder's Signature 持卡人簽署 \_\_\_\_\_

*By signing, I hereby authorise British Council to charge the specified credit card account in the indicated amount. I promise to pay such total subject to and in accordance with the agreement governing the use of such card.* 本人授權英國文化協會在上述信用卡戶口內扣除所需金額。本人承諾將根據信用卡使用條款，全數支付款項。

 **By Cheque 支票付款**    Cheque Number 支票號碼 \_\_\_\_\_ (payable to 支票抬頭 The British Council)

Name 姓名 \_\_\_\_\_    Mobile Phone Number 手提電話號碼 \_\_\_\_\_

Signature 簽署 \_\_\_\_\_    Date 日期 \_\_\_\_\_