

Tseung Kwan O Government Secondary School

將軍澳官立中學

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將軍澳敬賢里二號

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本校檔案 OUR Ref. : EDB TKOGSS/EXAM/1/3 (24)

來函檔案 YOUR Ref. :

18th October, 2021

Dear S6 Graduates,

Collection of 2021 HKDSE Certificates

Please be informed that the 2021 HKDSE Certificates are now available for your collection. To facilitate smooth operation of the collection process, you are kindly advised to follow the steps as specified below:

Collection Date :	20 th October to 17 th December, 2021 (except on Saturdays & Sundays)
Collection Time :	9:00 am – 5:30 pm
Collection Venue:	TKOGSS General Office
Collection Procedures:	<ul style="list-style-type: none">a) Produce the original copy of your Hong Kong Identity Card to the clerical staff.b) Upon receipt of the certificate, give your signature on the record form and check the personal data (e.g. spelling of English name, HK ID Card Number, etc.) on it carefully.c) For any discrepancies, complete the Amendment Request Form obtainable from the school office and return it together with the certificate to the Office of Hong Kong Examinations and Assessment Authority <u>IN PERSON</u> as soon as possible.
Request for Amendment on Certificates:	<ul style="list-style-type: none">a) Amendment fees for any change of personal data on the certificates can be waived <u>ONLY</u> for requests received on or before 31st December 2021.b) For requests made between 1st January 2022 and 31st March 2022, an amendment fee of HK\$268 will apply.c) In case you lose your certificate afterwards or wish to amend your personal data on the certificate after 31st March 2022, you may apply for a Statement of Results from the Authority with a current fee of HK\$520 per copy.

Please note that all unclaimed 2021 certificates are required to be returned to the Hong Kong Examinations and Assessment Authority at the time when the 2022 HKDSE Certificates are ready for collection. Should you wish to send another party to collect the certificate on your behalf, the representative is requested to bring along a photocopy of your HK Identity Card and a letter of authorization with your signature on it. For any queries, please feel free to contact Ms KWOK Wan-wan at 2704 0051.

Yours faithfully,

(YIU Po-king)

Principal

將軍澳官立中學

有關領取 2021 中學文憑試證書須知

(1) 日期: 2021 年 10 月 20 日至 2021 年 12 月 17 日

(2) 時間: 星期一至星期五 辦公時間 (上午 9 時至下午 5 時 30 分)

(3) 負責人: 校務處職員

同學必須出示身份證正本以核實身份，領取證書後須於確認表上簽署作實。如同學未能親臨領取，可授權他人代領，代領者必須出示授權人的身份證影印本及已簽署的授權信，領取後同樣須於確認表簽署作實。如同學發現中學文憑試證書上的個人資料有誤，可填妥個人資料更正表格(於校務處索取)，連同證書正本親自交回考評局處理，有關更改個人資料收費如下:

申請日期	費用
2021 年 12 月 31 日或以前	全免
2022 年 1 月 1 日至 2022 年 3 月 31 日 (2022 年 3 月 31 日之後的申請恕不受理)	\$268

同學如遺失中學文憑試證書或要求在 2022 年 3 月 31 日以後更改個人資料，可向考評局申請成績證明書。申請成績證明書的費用為每張港幣 520 元。

公開考試組

2021 年 10 月 18 日

授權書

香港考試及評核局：

本人 _____（香港身分證號碼：_____），

現授權 _____ *先生 / 太太 / 小姐 / 女士（香港身分證號碼：

_____）代本人領取成績證明書。

簽署： _____

姓名： _____

日期： _____

* 請將不適用者刪去