



真光女書院

True Light Girls' College

香港油麻地窩打老道五十四號 A

54A, WATERLOO ROAD, YAU MA TEI, HONG KONG.

電話: 2385 1491

傳真: 2782 5300

電郵: mail@tlgc.edu.hk

網址: www.tlgc.edu.hk

敬啟者：由香港考試及評核局頒發之二零二零年香港中學文憑考試證書在校候領。請依照後列日期及時間到校務處領取。如未能親自回校，可授權家長代行辦理，並請交回已填妥之委託授權書，授權書樣本請查看附件內容。

\*\*\*領取證書日期\*\*\*

由十月二十二日(星期四)至十一月二十三日(星期二)(公眾假期除外)

\*\*\*領取證書時間\*\*\*

星期一至星期五 上午八時至下午四時

星期六 上午九時至十二時

備註：(一) 於領取證書時，請立即核對證書上學生的中、英文姓名及身分證號碼。如有錯誤，學生須盡快處理。凡於 2020 年 12 月 31 日或以前提出的更正申請，考評局不收費用；於 2021 年 1 月 1 日至 2021 年 3 月 31 日期間提出的更正申請，考生須繳交費用港幣二百陸拾捌元。2021 年 3 月 31 日後，考評局將不接納上述申請。

(二) 本校將於二零二零年十二月三日將未領取之證書交還考評局，該日期過後，各生須自行前往考評局辦理領取手續。

(三) 學生日後如遺失證書，可向考評局申請發給成績證明書，申請成績證明書的費用為港幣伍百壹拾元(以每一張計算)。

此致

二零二零年畢業生

真光女書院

校長 譚劍虹 謹啟

二零二零年十月二十日



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20<sup>th</sup> October, 2020

Dear Graduates of Class 2020,

**Collection of 2020 HKDSE Certificates**

The Certificates of 2020 Hong Kong Diploma of Secondary Education Examination (HKDSE) issued by the Hong Kong Examinations and Assessments Authority (HKEAA) are now ready at the school office for collection within the period and time stated below. In case the Certificate could not be collected in person, one of your parents could be authorized to collect the Certificate on your behalf with a letter of authorization by completing the attached authorization :

**\*\*Collection Period\*\***

From 22<sup>nd</sup> October, 2020 (Thursday) to 23<sup>rd</sup> November, 2020 (Monday)

*Except Public Holidays*

**\*\*Collection Time\*\***

Monday to Friday: 8:00 am – 4:00 pm

Saturday: 9:00 am – 12:00 noon

**Remarks:**

1. On collecting the certificate, you should check that all the personal data (including Name in Chinese, Name in English and HKID Number) are correct. If there are errors, you should request the HKEAA for amendments with the standard form as soon as possible. Amendment requests made **before 31<sup>st</sup> December, 2020** will be *free of charge*. For amendment request received between **1<sup>st</sup> January, 2021 and 31<sup>st</sup> March, 2021**, the HKEAA will charge a fee of **HKD\$268** as the administration fee. No amendment of personal data on a certificate will be accepted after **31<sup>st</sup> March 2021**.
2. Certificates not collected by **3<sup>rd</sup> December, 2020** will be returned to the HKEAA. Students are required to collect their certificates directly from the HKEAA in person after the above date.
3. If you lose your certificate, you may apply for a Statement of Results from HKEAA. Each copy will be charged with a fee of **HKD\$510**.

Best regards,

Mr. Tam Kim Hung

Principal

敬啟者：

**家長代領 2020 年度香港中學文憑考試證書委託信**

本人為 2020 年度中六畢業學生，基於以下原因，未能親自回校領取二零二零年香港中學文憑考試證書，現授權**家長**代行辦理，有關資料如下：

**甲部：**

- (1) 學生中文姓名：\_\_\_\_\_ (班別：\_\_\_\_\_ )
- (2) 未能親自領取文憑試證書之原因 (例如：海外升學)：\_\_\_\_\_
- (3) 受委託人的中文姓名：\_\_\_\_\_ (與學生關係：\_\_\_\_\_ )
- (4) 受委託人身份証/護照號碼 (首四個字母數字)：\_\_\_\_\_
- (5) 受委託人的聯絡電話：\_\_\_\_\_

**乙部： 畢業去向**

- (1) 請於內加✓
- 升學 【請回答(2)-(4)題】       工作 【完】
- (2) 現負笈的國家及城市：\_\_\_\_\_
- (3) 就讀課程程度： 學士     副學士     文憑     高級文憑
- 其他：\_\_\_\_\_ (請註明)
- (4) 院校名稱：\_\_\_\_\_

此致  
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代領人簽署：\_\_\_\_\_

日期：\_\_\_\_\_

**備註：此信收集的資料將用以處理有關的申請，所提供的資料於無需保留時將全部銷毀。**

Date: \_\_\_\_\_

Dear Principal,

**Re: Letter of Authorization for the Collection of 2020 HKDSE Certificate**

I am a graduate of Class 2020 and am unable to collect the 2020 HKDSE Certificate for the reason stated below. I shall now authorize **one of my parents** to collect the Certificate on my behalf. The details are as follows:

**Part A**

(1) Name of the Student: \_\_\_\_\_ (Class: \_\_\_\_\_ )

(2) Reason for not being able to collect the Certificate (e.g. studying overseas):  
\_\_\_\_\_

(3) Name (in **CAPITAL** letters) of the authorized person and Relationship with the Student:  
\_\_\_\_\_ (Relationship: \_\_\_\_\_)

(4) The HKID / Passport No. of the authorized person (First four alphanumeric characters only):  
\_\_\_\_\_

(5) Contact number of the authorized person: \_\_\_\_\_

**Part B**      **Present Status**      Please ✓ in the  to indicate

(1) Please ✓ in the  to indicate

Further study    **【Please answer Questions (2) to (4)】**     Employment    **【End】**

(2) City and Country you are studying at: \_\_\_\_\_

(3) Level of Study:     Degree     Associate Degree     Higher Diploma

Other \_\_\_\_\_ (please specify)

(4) Name of Institute: \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_

*Remark: The personal data provided in this form will be used for the purpose of processing this application. All information provided, when no longer required, will be destroyed.*