



真光女書院

True Light Girls' College

香港油麻地高打老道五十四號 A

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

電話: 2385 1491

傳真: 2782 5300

電郵: tlg-mail@hkcdcity.net

網址: www.tlgc.edu.hk

27th October, 2017

Dear Graduates of Class 2017,

Collection of Certificates of 2017 HKDSE(17-18)

The Certificates of 2017 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, which should include:

- i) **the reason why the certification could not be collected in your own person**
- ii) **your name (in capital letters) and class**
- iii) **the name (in capital letters) and the HKID Card number of the authorized person and relationship with the student**
- iv) **the contact number of both the student and the authorized person**

Collection Period

From *1st November, 2017 (Wednesday)* to *1st December, 2017 (Friday)*

Except Public Holidays

Collection Time

Monday to Friday: 8:00 am – 5:00 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 31st December, 2017** will be *free of charge*. For amendment request received between **1st January, 2018 and 31st March, 2018**, the HKEAA will charge a fee of HKD\$238 as the administration fee. No amendment of personal data on a certificate will be accepted after **31st March 2018**.
2. Certificates not collected by **4th December, 2017** 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\$471.

Best regards,

Mr. Tam Kim Hung

Principal



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: tlg-mail@hkcdcity.net

網址: www.tlgc.edu.hk

敬啟者：由香港考試及評核局頒發之二零一七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，授權書請清楚寫上**(一)不能親自領取之原因**，**(二)委託人姓名(請用正楷)**及**班別(三)受委託人的姓名(請用正楷)**及**身份証號碼**，**(四)委託人及受委託人的聯絡電話**。

領取證書日期

由十一月一日(星期三)至十二月一日(星期五)(公眾假期除外)

領取證書時間

星期一至星期五 上午八時至下午五時

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2017年12月31日或以前提出的更正申請，考評局不收費用；於2018年1月1日至2018年3月31日期間提出的更正申請，考生須繳交費用港幣二百叁拾捌元。2018年3月31日後，考評局將不接納上述申請。

(二) 本校將於二零一七年十二月四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肆百柒拾壹元(以每一張計算)。

此致

二零一七年畢業生

真光女書院

校長 譚劍虹 謹啟

二零一七年十月二十七日