

SKH Bishop Mok Sau Tseng Secondary School
Collection of 2016 HKDSE Certificates

Dear 2016 S6 students,

School has received the 2016 Hong Kong Diploma of Secondary Education Examination certificates. You are advised to come back and collect your certificate in person at the General Office by 20 December 2016 (during Office hours). When collecting the certificate

- (1) You are required to produce your Hong Kong Identity Card/ Travel Documents for Inspection. If you need an authorized person to collect for you, please give him/her an authorized letter with your name, class and class number on it. A copy of your Hong Kong Identity Card/ Travel Document should be produced for verification. The Hong Kong Identity Card/ Travel Documents number of the authorized person will be recorded.
- (2) You are required to sign for the acknowledgement of receipt of the certificate.
- (3) You are advised to check your personal data (such as Chinese/English name and Hong Kong Identity Card number) printed on the certificates. If amendments are needed, please get a copy of amendment request form from the General Office and return them together with the certificates to the HKEAA's office as soon as possible. You may submit your request for amendment through an authorized person who should bring a photocopy of the candidate's Hong Kong Identity Card. Amendment of personal data on a certificate will be made by the Authority free of charge if the request is received on or before 31 December 2016. For requests made between 1 January 2017 and 31 March 2017, a fee of HK\$231 will be charged. No amendment of personal data on a certificate will be accepted after 31 March 2017.

For any enquiries, please contact Mr CW Chan at 26567804.

Examinations Committee
28/10/2016