

元朗公立中學

新界元朗公園南路22號

電話 TEL : 2476 2357

傳真 FAX : 2474 7119



YUEN LONG PUBLIC SECONDARY SCHOOL

22 TOWN PARK ROAD SOUTH,

YUEN LONG, N.T.

24<sup>th</sup> October 2018

Dear Graduate,

**Collection of Certificates for 2018 HKDSE**

I should be grateful if you would come back to school during office hours on or before 31st December 2018 to collect the captioned certificate of yours at the school office.

When collecting the certificate, please present your HK Identity Card for identification purposes. If you authorize someone to collect the certificate on behalf of you, he/she must present:

- i. the completed Letter of Authorization, and
- ii. his / her HK Identity Card.

Please check all data shown on the certificate immediately upon collection. If amendments are required, you should complete a request form and return them together with the certificate to the HKEAA's office as soon as possible. Amendment of personal data on the certificate will be made by the HKEAA free of charge if the request is received on or before 31st December 2018. For request made between 1st January to 31st March 2019, a fee of \$248 will be charged by the HKEAA. No amendments can be made after 31st March 2019. After 30th September 2019, all uncollected certificates will be sent back to the HKEAA.

Mr. IU Kok-kin  
Principal

**Letter of Authorization**

This is to authorize Mr./Ms. \_\_\_\_\_ (HK ID no. \_\_\_\_\_) to collect the certificate of 2018 HKDSE on behalf of me.

Name of student: \_\_\_\_\_ Class last attended : \_\_\_\_\_

HK ID no. \_\_\_\_\_

Signature of student : \_\_\_\_\_

*\*delete where appropriate*