



## Application for Re issuance of Document 《補發證明文件》申請表

Learner:	Learner No:
Programme Title 課程名稱	
<input type="checkbox"/> Diploma 文憑	<input type="checkbox"/> Certificate 證書
<input type="checkbox"/> Attendance Record 出席證明書	<input type="checkbox"/> Transcript 成績單
<input type="checkbox"/> Others, Please Specify 其他 請註明: _____	

**Notes 注意事項:**

1. The application fee refer to the charges schedule, it is non-refundable and non-transferable.  
申請費用，請參閱學院的收費表，已繳申請費，概不發還及不可轉讓。
2. Fill in the form clearly; no application will be processed should any information is inaccurate and incomplete.  
各項資料必須清楚填寫，如資料不完整及未能準確提供，申請將不予接納。
3. Cheque should be crossed and payable to "Social Resources Development Institute".  
支票付款，請劃線及抬頭『社會資源拓展學院』。

\_\_\_\_\_  
Learner's Signature 學員簽署

\_\_\_\_\_  
Date 申請日期

For Office Use

Receipt Number \_\_\_\_\_

Total Amount \_\_\_\_\_

Payment Method \_\_\_\_\_

Handled on \_\_\_\_\_

Handled by \_\_\_\_\_

Processed on \_\_\_\_\_

Processed by \_\_\_\_\_

- Form Filled and Signed by Applicant Correctly  
 HKID Copy verified  
 Informed the Applicant the outcome

Updated the record on \_\_\_\_\_

by \_\_\_\_\_