



## 補發收據申請表

**EC-104**

考生填寫本表格前，應詳閱本表格下方的申請詳情。

☐ 請在適當的方格內填上「✓」號

|                                                                                                                                                                                                                                                                                                                               |                                                                                      |                               |      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------|------|
| <b>考生資料</b>                                                                                                                                                                                                                                                                                                                   |                                                                                      |                               |      |
| 姓名：                                                                                                                                                                                                                                                                                                                           |                                                                                      | (英文)                          | (中文) |
| 香港身份證／護照號碼：                                                                                                                                                                                                                                                                                                                   |                                                                                      | 香港手提電話號碼：                     |      |
| <b>補發收據</b>                                                                                                                                                                                                                                                                                                                   |                                                                                      |                               |      |
| <b>考試</b>                                                                                                                                                                                                                                                                                                                     | <b>考試日期</b>                                                                          | <b>費用 (港幣)</b>                |      |
|                                                                                                                                                                                                                                                                                                                               |                                                                                      | 100 元                         |      |
|                                                                                                                                                                                                                                                                                                                               |                                                                                      | 100 元                         |      |
| <input type="checkbox"/> 掛號行政費用 (選項)                                                                                                                                                                                                                                                                                          |                                                                                      | <input type="checkbox"/> 30 元 |      |
|                                                                                                                                                                                                                                                                                                                               |                                                                                      | 合共                            |      |
| <b>領取方法</b>                                                                                                                                                                                                                                                                                                                   |                                                                                      |                               |      |
| <input type="checkbox"/> 親身①／委託他人②到考試中心領取③                                                                                                                                                                                                                                                                                    |                                                                                      |                               |      |
| <input type="checkbox"/> 以普通郵件方式收取④                                                                                                                                                                                                                                                                                           |                                                                                      |                               |      |
| ■ 請附上足夠郵資、寫上收件人姓名及有效香港通訊地址的回郵信封，信封尺寸應不超過 165 毫米 x 245 毫米。                                                                                                                                                                                                                                                                     |                                                                                      |                               |      |
| <input type="checkbox"/> 以掛號郵件方式收取④，須另繳掛號行政費用港幣 30 元，並在下方提供有效香港通訊地址：                                                                                                                                                                                                                                                          |                                                                                      |                               |      |
| <div style="border: 1px solid black; height: 30px; width: 100%;"></div>                                                                                                                                                                                                                                                       |                                                                                      |                               |      |
| <b>繳費方法 (郵寄申請只接受以劃線支票或本票繳交相關費用)</b>                                                                                                                                                                                                                                                                                           |                                                                                      |                               |      |
| <input type="checkbox"/> 現金 <input type="checkbox"/> VISA／MASTER／銀聯 <input type="checkbox"/> 易辦事 <input type="checkbox"/> 香港支付寶／香港微信支付                                                                                                                                                                                        |                                                                                      |                               |      |
| <input type="checkbox"/> 支票或銀行本票 (抬頭為「職業訓練局」): 號碼_____ 銀行_____                                                                                                                                                                                                                                                                |                                                                                      |                               |      |
| <b>同意及聲明</b>                                                                                                                                                                                                                                                                                                                  |                                                                                      |                               |      |
| 本人確認已閱讀及同意本表格內各項。                                                                                                                                                                                                                                                                                                             |                                                                                      |                               |      |
| 日期：                                                                                                                                                                                                                                                                                                                           |                                                                                      | 考生簽署：                         |      |
| <small>考生於本表格所提供的個人資料將予以保密，並由考試中心用作直接與申請補發文件有關的用途，包括身份核實、記錄查核、與考生聯絡及相關行政事宜。除另有註明外，考生必須提供本表格所要求的個人資料。如未能提供所需資料，考試中心可能無法處理有關申請。所收集的個人資料或會披露予考試中心的授權人員，並在有需要時提供予其他相關方，以作直接與本申請有關的用途，或在法律要求下披露。個人資料只會在達致上述用途所需期間內保存。在一般情況下，與本申請有關的記錄將於完成申請程序後兩個月內銷毀。根據《個人資料 (私隱) 條例》，考生有權要求查閱及更正由考試中心持有的個人資料。有關申請須以書面提出，並使用本表格底部所提供的聯絡資料。</small> |                                                                                      |                               |      |
| <b>申請詳情</b>                                                                                                                                                                                                                                                                                                                   |                                                                                      |                               |      |
| 1. 申請期                                                                                                                                                                                                                                                                                                                        | 在考試當日計起七年內                                                                           |                               |      |
| 2. 申請方法                                                                                                                                                                                                                                                                                                                       | 考生填妥及親筆簽署本表格後，可：<br>a) 親身①／委託他人②帶同表格到考試中心辦理；或<br>b) 將表格連同考生有效的身份證明文件副本及應繳費用郵寄至考試中心辦理 |                               |      |
| 3. 申請費用                                                                                                                                                                                                                                                                                                                       | 每份港幣 100 元                                                                           |                               |      |
| 4. 所需時間                                                                                                                                                                                                                                                                                                                       | 確認申請後七個工作天 (確認申請當日不計)                                                                |                               |      |
| 5. 領取方法                                                                                                                                                                                                                                                                                                                       | a) 親身①／委託他人②到考試中心領取③；<br>b) 以普通郵寄方式收取④；或<br>c) 以掛號郵件方式收取④，須另繳掛號行政費用港幣 30 元           |                               |      |

① 考生須出示其有效的香港身份證／護照正本。

② 受託人須出示其有效的身份證明文件正本，並遞交考生簽署的授權書正本及考生有效的身份證明文件副本。

③ 必須於申請日的一個月內領取，否則該收據將不再被保存，及所繳費用概不發還。考生須重新申請補發。

④ 如於郵遞時寄失，考試中心概不負責。所繳費用概不發還，及考生須重新申請補發。

|                                                                                                                                                                                                                                     |                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>查詢</b>                                                                                                                                                                                                                           | (供考試中心填寫)<br>接獲申請日期： |
| 職業訓練局高峰進修學院考試中心<br>香港灣仔活道 27 號職業訓練局大樓一樓<br>熱線電話：2919 1467／2919 1468／2919 1478      電郵: <a href="mailto:cpdc@vtc.edu.hk">cpdc@vtc.edu.hk</a><br>辦公時間：星期一至五上午 9 時至下午 5 時 15 分 (熱線)／下午 7 時 30 分 (櫃檯)<br>星期六上午 9 時至中午 12 時 • 星期日及公眾假期休息 | 職員：                  |

**EC-104****Reissuance of Receipt Application Form**

Candidates should read carefully the Application Details below before completing this form.

☐ Please "✓" the appropriate box

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                           |                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| <b>Candidate Particulars</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                           |                                                           |
| Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | (English)                                                                                                                                                                                                                                                                                                                                 | (Chinese)                                                 |
| HKID Card /Passport No.:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Hong Kong Mobile Tel. No.:                                                                                                                                                                                                                                                                                                                |                                                           |
| <b>Reissuance of Receipt</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                           |                                                           |
| <b>Examination</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Examination Date</b>                                                                                                                                                                                                                                                                                                                   | <b>Fee</b>                                                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                           | HK\$100                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                           | HK\$100                                                   |
| <input type="checkbox"/> Administrative Fee for Registered Mail (optional)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> HK\$30                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                           | Total                                                     |
| <b>Collection Method</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                           |                                                           |
| <input type="checkbox"/> Collect in person <sup>①</sup> / by a representative <sup>②</sup> at the Exam Centre <sup>③</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                           |                                                           |
| <input type="checkbox"/> Receive by ordinary mail <sup>④</sup>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                           |                                                           |
| ■ Please enclose a self-addressed envelope with sufficient postage, including the recipient's name and valid Hong Kong correspondence address. The envelope size should not exceed 165mm x 245mm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                           |                                                           |
| <input type="checkbox"/> Receive by registered mail <sup>④</sup> , an additional administrative fee of HK\$30 will be charged. Please provide valid Hong Kong correspondence address below:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                           |                                                           |
| <div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                           |                                                           |
| <b>Payment Method</b> (Only crossed cheque or cashier's order is accepted for application by post)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                           |                                                           |
| <input type="checkbox"/> Cash <input type="checkbox"/> VISA / MASTER / Union Pay <input type="checkbox"/> EPS <input type="checkbox"/> Alipay HK / WeChat Pay HK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                           |                                                           |
| <input type="checkbox"/> Cheque or cashier's order (payable to "Vocational Training Council"): No. _____ Bank _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                           |                                                           |
| <b>Acceptance and Declaration</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                           |                                                           |
| I confirm that I have read and agree to all the terms and conditions set forth in this form.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                           |                                                           |
| Date: _____ Candidate's Signature: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                           |                                                           |
| <i>The personal data provided in this form will be kept confidential and used by the PEAK Exam Centre for purposes directly related to the processing of your application for reissuance of document, including identity verification, record checking, communication with you, and related administrative purposes. Provision of the personal data requested in this form is obligatory unless otherwise specified. Failure to provide the required information may result in the PEAK Exam Centre being unable to process your application. The personal data collected may be disclosed to authorised staff of the PEAK Exam Centre and, where necessary, to other parties for purposes directly related to this application or where required by law. Personal data will be retained only for as long as necessary to fulfil the above purposes. Under normal circumstances, records relating to this application will be destroyed two months after completion of the application process. Under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data held by the PEAK Exam Centre. Such requests should be made in writing using the contact details provided at the bottom of this form.</i> |                                                                                                                                                                                                                                                                                                                                           |                                                           |
| <b>Application Details</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                           |                                                           |
| 1. Application Period                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Within 7 years from the date of the exam                                                                                                                                                                                                                                                                                                  |                                                           |
| 2. Application Method                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | After completed and signed this form, candidate may:<br>a) bring this form to the Exam Centre in person <sup>①</sup> / by a representative <sup>②</sup> for application; or<br>b) submit the form, together with a copy of the candidate's valid identification document and the fee payable, by post to the Exam Centre for application. |                                                           |
| 3. Application Fee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | HK\$100 per copy                                                                                                                                                                                                                                                                                                                          |                                                           |
| 4. Processing Time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 7 working days after confirmation of the application (excluding the confirmation date)                                                                                                                                                                                                                                                    |                                                           |
| 5. Collection Method                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | a) Collect in person <sup>①</sup> /by a representative <sup>②</sup> at the Exam Centre <sup>③</sup> ;<br>b) Receive by ordinary mail <sup>④</sup> ; or<br>c) Receive by registered mail <sup>④</sup> , an additional administrative fee of HK\$30 will be charged                                                                         |                                                           |
| <p>① Candidate is required to present his/her original and valid Hong Kong Identity Card / Passport.</p> <p>② The representative is required to present his/her original and valid identification document and to submit an original authorization letter duly signed by the candidate and a copy of the candidate's valid identification document.</p> <p>③ The reissued Receipt should be collected within <b>one month</b> from the application date. Otherwise, the reissued documents will be disposed and the fees paid are non-refundable. Re-application for the re-issuance is required thereafter.</p> <p>④ The Exam Centre will not be responsible for the loss of the mail. The fees paid are non-refundable, and re-application for the re-issuance is required thereafter.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                           |                                                           |
| <b>Enquiry</b><br>PEAK Examination Centre, Vocational Training Council<br>1/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong<br>Hotline Tel.: 2919 1467 / 2919 1468 / 2919 1478 E-mail: <a href="mailto:cpdc@vtc.edu.hk">cpdc@vtc.edu.hk</a><br>Office Hours: Monday to Friday 9:00am – 5:15pm (Hotline) / 7:30pm (Counter)<br>Saturday 9:00am – 12:00noon • Closed on Sundays and Public Holidays                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                           | (For Official Use Only)<br>Date of Receipt:<br><br>Staff: |