



## Reissuance of Notification of Result/Result Slip/Certificate Application Form

**EC-108**

Candidates should read carefully the Application Details on the back of this form before completing this form.

Notification of Result, Result Slip or Certificate will be reissued in a printed copy. ☐ Please "✓" the appropriate box

|                              |                            |
|------------------------------|----------------------------|
| <b>Candidate Particulars</b> |                            |
| Name:                        | (English) (Chinese)        |
| HKID Card / Passport No.:    | Hong Kong Mobile Tel. No.: |

| Reissuance of Notification of Result or Result Slip (Result) / Certificate (Cert)                                  |           |                                |                                |                                |                                |                                                                                                 |                                |
|--------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------|
| Examination                                                                                                        | Exam Date | Normal Application (HKD)       |                                | Express Application (HKD)      |                                | Instant Application (HKD)<br>(applicable to exams held within 2 years of the confirmation date) |                                |
|                                                                                                                    |           | Result                         | Cert                           | Result                         | Cert                           | Result                                                                                          | Cert                           |
| Trade Test for Security Guards (TTSG)                                                                              |           | <input type="checkbox"/> \$100 | <input type="checkbox"/> \$200 | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$250 | <input type="checkbox"/> \$200                                                                  | <input type="checkbox"/> \$300 |
| Leveraged Foreign Exchange Trading Examination (LFXT)                                                              |           | <input type="checkbox"/> \$100 | <input type="checkbox"/> \$200 | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$250 | <input type="checkbox"/> \$200                                                                  | <input type="checkbox"/> \$300 |
| Pleasure Vessel Operator Grade 2 Certificate of Competency Examination (PVOC2)                                     |           | <input type="checkbox"/> \$100 | -                              | <input type="checkbox"/> \$150 | -                              | <input type="checkbox"/> \$200                                                                  | -                              |
| ESG Certified Professional Examination (ESGCP)                                                                     |           | <input type="checkbox"/> \$100 | -                              | <input type="checkbox"/> \$150 | -                              | <input type="checkbox"/> \$200                                                                  | -                              |
| Written Examination for Candidates Applying for Registration as Lift Engineers and/or Escalator Engineers (RLEREE) |           | <input type="checkbox"/> \$100 | -                              | <input type="checkbox"/> \$150 | -                              | <input type="checkbox"/> \$200                                                                  | -                              |
| Administrative Fee for Registered Mail (optional)                                                                  |           | <input type="checkbox"/> \$30  |                                | -                              |                                |                                                                                                 |                                |
| Total                                                                                                              |           | \$                             |                                |                                |                                |                                                                                                 |                                |

|                                                                                                                                                                                                                                                                                                |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Collection Method</b>                                                                                                                                                                                                                                                                       |  |
| <input type="checkbox"/> Collect in person① / by a representative② at the Exam Centre③                                                                                                                                                                                                         |  |
| <input type="checkbox"/> Receive by ordinary mail (applicable to normal application only)<br>■ 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 mail④, an additional administrative fee of HK\$30 will be charged. Please provide valid Hong Kong correspondence address below: (applicable to normal application only)                                                                         |  |
| <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"/> Cheque or cashier's order (payable to "Vocational Training Council"): No. _____ | <input type="checkbox"/> EPS                       |
|                                                                                                          | <input type="checkbox"/> Alipay HK / WeChat Pay HK |
|                                                                                                          | Bank _____                                         |

| Application Details   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                             |                                                                                          |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
|                       | Normal Application                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Express Application                                                                                                                         | Instant Application<br>(applicable to exam held within 2 years of the confirmation date) |
| 1. Application Period | <b>Result:</b> <ul style="list-style-type: none"> <li>● TTSG: 3 working days after the test result release date and within 2 years from the test date</li> <li>● LFXT: 3 months after the exam date</li> <li>● PVOC2: 3 months after the exam date and within 2 years from the exam date</li> <li>● ESGCP: 3 months after the exam date and within 6 months from the exam date</li> <li>● RLREE: 3 months after the exam date and within 6 months from the exam date</li> </ul> <b>Cert:</b> <ul style="list-style-type: none"> <li>● TTSG: 3 working days after the test result release date and within 2 years from the test date</li> <li>● LFXT: 3 working days after the mailing date of the certificate</li> </ul> |                                                                                                                                             |                                                                                          |
| 2. Application Method | After completing and signing this form, candidate may:<br>a) bring this form to the Exam Centre in person① / by a representative② for application; or<br>b) submit the form, together with a copy of the candidate's valid HKID Card/Passport and the fee payable, by post to the Exam Centre for application.                                                                                                                                                                                                                                                                                                                                                                                                           | After completing and signing this form, candidate may bring this form to the Exam Centre in person① / by a representative② for application. |                                                                                          |
| 3. Application Fee    | <b>Result:</b> HK\$100 per copy<br><b>Cert:</b> HK\$200 per copy<br>(for Result/Cert issued by mail, a fee waiver applies to the first reissue application submitted within two weeks from the mailing date of the Result/Cert)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Result:</b> HK\$150 per copy<br><b>Cert:</b> HK\$250 per copy                                                                            | <b>Result:</b> HK\$200 per copy<br><b>Cert:</b> HK\$300 per copy                         |
| 4. Processing Time    | 7 working days after confirmation of the application (excluding the confirmation date)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 3 working days after confirmation of the application (excluding the confirmation date)                                                      | On the confirmation date                                                                 |
| 5. Collection Method  | a) Collect in person①/by a representative ② at the Exam Centre③;<br>b) Receive by ordinary mail④; or<br>c) Receive by registered mail④, an additional administrative fee of HK\$30 will be charged                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Collect in person①/by a representative② at the Exam Centre③                                                                                 |                                                                                          |

① Candidate is required to present his/her original and valid HKID Card/Passport.

② The representative is required to present his/her original and valid HKID Card/Passport and to submit an original authorization letter duly signed by the candidate and a copy of the candidate's valid HKID Card/Passport.

③ The reissued Result/Cert should be collected within **one month** 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.

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.

| Acceptance and Declaration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 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> |                        |

| Enquiry                                                                                                                                                                                                                                                                                                                                                                        | (For Official Use Only)<br>Date of Receipt: |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| 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 | Staff:                                      |