



**Insurance Intermediaries Qualifying Examination /
Mandatory Provident Fund Schemes Examination**
Reissuance of Notification of Result/Certificate Application Form
(applicable for Pencil-and-Paper and Computer Screen Mode Examination only)



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

Candidate Particulars					
Name:		(English)		(Chinese)	
HKID Card / Passport No.:			Mobile Tel. No.:		
Reissuance of Notification of Result/Certificate					
Examination		Exam Date		Normal Application (HKD)	
				Express Application (HKD)	
				Notification of Result	Certificate
				Notification of Result	Certificate
Insurance Intermediaries Qualifying Examination					
Paper I: Principles and Practice of Insurance				<input type="checkbox"/>	<input type="checkbox"/> \$200
Paper II: General Insurance				<input type="checkbox"/>	<input type="checkbox"/> \$200
Paper III: Long Term Insurance				<input type="checkbox"/>	<input type="checkbox"/> \$200
Paper V: Investment-linked Long Term Insurance				<input type="checkbox"/>	<input type="checkbox"/> \$200
Paper VI: Travel Insurance Agents				<input type="checkbox"/>	<input type="checkbox"/> \$200
Mandatory Provident Fund Schemes Examination				<input type="checkbox"/>	<input type="checkbox"/> \$200
Administrative Fee for Registered Mail				<input type="checkbox"/> \$25	
		Total		\$	
Collection Method					
<input type="checkbox"/> Collect in person/by a representative at the Exam Centre <input type="checkbox"/> Receive by ordinary mail (<i>applicable for normal application of reissuance of <u>Notification of Result</u> only</i>) <input checked="" type="checkbox"/> Please enclose a self-addressed envelope with sufficient postage, including the recipient's name and local mailing address. The envelope size should not exceed 165mm x 245mm. <input type="checkbox"/> Receive by registered mail, an additional administrative fee of HK\$25 will be charged. Please provide local mailing address below: (<i>applicable for normal application only</i>) <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>					
Payment Method (if applicable) (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 _____					
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 information provided in this form will be treated as confidential and used for the sole purpose of this application for reissued document. Information collected will normally be destroyed two months after the application.</i> <input type="checkbox"/> Please "✓" the appropriate box					

Reply Slip

(For Official Use Only)

Candidate, _____, can collect the reissued Notification of Result / Certificate **on or after** _____ using the selected method below:

<input type="checkbox"/> 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.
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③ The uncollected reissued Notification of Result / Certificate will be disposed of **one month** after the application date. The fees paid (if applicable) are non-refundable.

<input type="checkbox"/> Receive by ordinary / registered mail	The Exam Centre will not be responsible for the loss of the mail. The fees paid (if applicable) are non-refundable.
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Application Details		
	Normal Application	Express Application
1. Application Period	Notification of Result: 3 months after the examination date; or 3 working days after the mailing date of the Notification of Result. Certificate: Lost certificate within 2 years from the examination date; or 2 years after the examination date.	
2. Application Method	After completed and signed this form, candidate may: a) bring this form to the Exam Centre in person ^① / by a representative ^② for application; or b) submit the form, together with a copy of the candidate's valid HKID Card/Passport and the fee payable (if applicable), by post to the Exam Centre for application.	After completed and signed this form, candidate may bring this form to the Exam Centre in person ^① / by a representative ^② for application.
3. Application Fee	Notification of Result: free of charge Certificate: HK\$200 per copy	Notification of Result: HK\$50 per copy Certificate: HK\$250 per copy
4. Processing Time	7 working days after confirmation of the application (excluding the application date)	3 working days after confirmation of the application (excluding the application date)
5. Collection Method	a) Collect in person ^① / by a representative ^② at the Exam Centre ^③ ; b) Receive by ordinary mail ^{④⑤} ; or c) Receive by registered mail ^{⑤⑥} , an additional administrative fee of HK\$25 will be charged.	Collect in person ^① / by a representative ^② at the Exam Centre ^③ .

- 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 Notification of Result/Certificate should be collected within **one month** from the application date. Otherwise, the reissued documents will be disposed and the fees paid (if applicable) are non-refundable.
④ Applicable for normal application of reissuance of Notification of Result only.
⑤ The Exam Centre will not be responsible for the loss of the mail. The fees paid (if applicable) are non-refundable.
⑥ Applicable for normal application only.

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Reissuance of Notification of Result/Certificate	
Paper (Session Code)	<hr/> <i>Official Chop</i> <i>Confirm the Application</i>

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Enquiry	
PEAK Examination Centre, Vocational Training Council Address: 1/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong Tel: 2919 1467 / 2919 1468 / 2919 1478 E-mail: cpdc@vtc.edu.hk Office Hours: Monday to Friday 9:00am – 5:15pm (Hotline) / 7:30pm (Counter) Saturday 9:00am – 12:00noon ♦ Closed on Sunday and Public Holidays	<hr/> <i>Official Chop</i> <i>Confirm the Application</i>