



**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.

Notification of Result or Certificate will be reissued in a printed copy.

☐ Please "✓" the appropriate box

Candidate Particulars		
Name:	(English)	(Chinese)
HKID Card / Passport No.:	Hong Kong Mobile Tel. No.:	

Reissuance of Notification of Result (Result) / Certificate (Cert)							
Examination	Exam Date	Normal Application (HKD)		Express Application (HKD)		Instant Application (HKD) (applicable to exams held within 2 years of the confirmation date)	
Insurance Intermediaries Qualifying Examination		Result	Cert	Result	Cert	Result	Cert
Paper I: Principles and Practice of Insurance		☐ \$100	☐ \$200	☐ \$150	☐ \$250	☐ \$200	☐ \$300
Paper II: General Insurance		☐ \$100	☐ \$200	☐ \$150	☐ \$250	☐ \$200	☐ \$300
Paper III: Long Term Insurance		☐ \$100	☐ \$200	☐ \$150	☐ \$250	☐ \$200	☐ \$300
Paper V: Investment-linked Long Term Insurance		☐ \$100	☐ \$200	☐ \$150	☐ \$250	☐ \$200	☐ \$300
Paper VI: Travel Insurance Agents		☐ \$100	☐ \$200	☐ \$150	☐ \$250	☐ \$200	☐ \$300
Mandatory Provident Fund Schemes Examination		☐ \$100	☐ \$200	☐ \$150	☐ \$250	☐ \$200	☐ \$300
Administrative Fee for Registered Mail (optional)		☐ \$30		--			
Total		\$					

	Collection Method
☐ Collect in person^① / by a representative^② at the Exam Centre^③ ☐ Receive by ordinary mail <i>(applicable to normal application of reissuance of <u>Notification of Result</u> only)</i> ☐ 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. ☐ Receive by registered mail^④, an additional administrative fee of HK\$30 will be charged. Please provide valid Hong Kong correspondence address below: <i>(applicable to normal application only)</i> 	

	Payment Method (Only crossed cheque or cashier's order is accepted for application by post)
☐ Cash ☐ VISA / MASTER / Union Pay ☐ EPS ☐ Alipay HK / WeChat Pay HK ☐ Cheque or cashier's order (payable to "Vocational Training Council"): No. _____ Bank _____	

Application Details			
	Normal Application	Express Application	Instant Application (applicable to exam held within 2 years of the confirmation date)
1. Application Period	Result: 3 months after the exam date; or 3 working days after the mailing date of the Notification of Result. Cert: - For the exams held on or before 31 Aug 2025 : Lost certificate within 2 years from the exam date; or 2 years after the exam date. - For the exams held on or after 1 Sep 2025 : 3 months after the exam date; or 3 working days after the mailing date of the certificate.		
2. Application Method	After completing and signing 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, by post to the Exam Centre for application.	After completing and signing this form, candidate may bring this form to the Exam Centre in person ^① / by a representative ^② for application.	
3. Application Fee	Result: HK\$100 per copy Cert: HK\$200 per copy	Result: HK\$150 per copy Cert: HK\$250 per copy	Result: HK\$200 per copy Cert: 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 person ^① / by a representative ^② at the Exam Centre ^③ ; b) Receive by ordinary mail ^④ (applicable to Notification of Result only); or c) Receive by registered mail ^④ , an additional administrative fee of HK\$30 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 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) Date of Receipt:
PEAK Examination Centre, Vocational Training Council 1/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong Hotline 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 Sundays and Public Holidays	Staff: