



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

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

Notes 注意事項:

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

Learner's Signature 學員簽署

Date 申請日期

For Office Use

Receipt Number _____

Total Amount _____

Payment Method _____

Handled on _____

Handled by _____

Processed on _____

Processed by _____

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

Updated the record on _____

by _____