

明愛屯門馬登基金中學  
2019-2020 年度 家長通告

敬啟者：

**領取香港中學文憑考試證書**

本校已收到香港考試及評核局(考評局)交來之 2019 年香港中學文憑考試證書，各同學可於 2019 年 10 月 31 日至 12 月 20 日期間於辦公時間內親自回校領取，或可填寫委託書委託其他人代為領取。

**重要事項：**

- (一) 考生於簽收證書後，應即時核對證書上的個人資料(包括中、英文姓名及身份證號碼)。如有錯誤，考生須於2020年3月31日或以前將
  1. 證書及
  2. 已填妥的申請更正表格(可於校務處索取)親自交回香港考試及評核局(地址：香港灣仔軒尼詩道130號修頓中心12樓)。
- (二) 如委託他人辦理，受託人須呈交考生的身份證副本及授權書。
- (三) 凡於2019年12月31日或以前提出的更正申請，考評局不會收取費用；如更正申請於2020年1月1日至3月31日期間提出，考生須繳付\$258。
- (四) 2020年3月31日後，考評局將不接納更改證書上個人資料的申請。
- (五) 全部考試缺席或全部成績屬「不予評級」(Unclassified)/「未達標」(Unattained)/「未獲級別」(Ungraded)的考生不獲頒發證書。
- (六) 考生如遺失文憑考試證書或要求在2020年3月31日以後更改個人資料，可向考評局申請成績證明書。申請成績證明書的費用為每張\$510。

此致

貴家長

學務委員會彭惠卿助理校長負責主理

校長

謹啟

袁國明

二零一九年十月二十五日



家長通告第 1920\_074 號

〔 回 條 〕

敬覆者：

- 【一】 本人為中六( )班學生( )，現親自領取香港中學文憑考試證書。
- 【二】 本人為中六( )班學生( )，現委託( )身份證號碼( )代領香港中學文憑考試證書。

※ 請攜同此填妥之回條到校務處領取證書。

Caritas Tuen Mun Marden Foundation Secondary School  
2019-2020 Parents Notice

25 October 2019

Dear Parents/Guardians,

**Collection of 2019 HKDSE Examination Certificate**

We have received the 2019 Hong Kong Diploma of Secondary Education (HKDSE) Examination certificates for our students from the Hong Kong Examinations and Assessment Authority (HKEAA). Your child can collect the certificate in person or through an authorised person from the School Office from 31 October to 20 December 2019 during office hours. Please complete the Collection Slip attached below and submit it to the School Office when your child or his/her representative collects the certificate.

**Important points to note**

1. Students should check their personal data (such as Chinese/English name and Hong Kong Identity Card number) on the certificates. Should amendments be necessary, students should complete the amendment request form which can be obtained from the School Office and return it together with the certificate to the HKEAA (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wanchai, Hong Kong) on or before 31 March 2020.
2. Students may request amendments through an authorised person who should submit a photocopy of the student's Hong Kong Identity Card.
3. Amendment of personal data on a certificate will be made by the HKEAA free of charge if the request is received on or before 31 December 2019. For requests made between 1 January and 31 March 2020, a fee of HK\$258 will be charged.
4. No amendment of personal data on a certificate will be accepted after 31 March 2020.
5. Students who were absent from all subjects or whose results in all subjects are "Unclassified" / "Unattained" / "Ungraded" will not be given a certificate.
6. If a student has lost his/her certificate or wishes to amend his/her personal data after 31 March 2020, he/she may apply for a Statement of Results from the HKEAA. The current fee for the issue of a Statement of Results is HK\$510 per copy.

For enquiries, please contact the teacher-in-charge Ms. Pang Wai Hing (Academic Committee) on 24610304.

Yours faithfully,

\_\_\_\_\_  
Mr. Yuen Kwok Ming  
Principal



Parents Notice No.: 1920\_074

**Collection Slip**

(I) I, \_\_\_\_\_ (Student Name) of S.6\_\_\_\_\_ (Class), hereby collect the 2019 Hong Kong Diploma of Secondary Education Examination certificate myself.

**OR**

(II) I, \_\_\_\_\_ (Student Name) of S.6\_\_\_\_\_ (Class), hereby authorise Mr./Ms. \_\_\_\_\_ of Hong Kong Identity Card number \_\_\_\_\_ to collect the 2019 Hong Kong Diploma of Secondary Education Examination certificate on my behalf.

✂ *Please complete this Collection Slip and submit it to the School Office when you collect the certificate.*