

**APPLICATION FOR REPLACEMENT OF CONTINUING EDUCATION STUDENT CARD
(for students registered under Credit Accumulation Mechanism)
申請補領持續進修學生證 (學分累積制的註冊學生適用)**

Please read the instructions overleaf before completing this form 填寫本表格前請細閱背頁的申請人須知

1. Personal Particulars 個人資料 (* Please delete as appropriate 請刪去不適用選項)

Name (Surname first) 英文姓名(姓氏先行)																				
Name in Chinese 中文姓名					Student card no. 持續進修學生證號碼						C									
HKID Card/Passport No* 香港身份證/護照號碼*																				

2. Application for replacement of Continuing Education Student Card 申請補領持續進修學生證

Reason for application 申請補領的原因 (please tick in the appropriate box 請在適當的方格劃上 __ 號):

- Loss of card 遺失學生證 Damage of card 學生證損毀 Other reasons _____
其他原因 (e.g. Amendment of name 例如: 更改姓名)

Replacement fees 補領持續進修學生證的費用 (HK\$ 110) Cheque no 支票號碼 _____

3. Declaration 聲明

I declare that the information provided above is true and correct. I understand that if I declare falsely that my Continuing Education Student Card is damaged or lost in order to apply for a replacement, I will be subject to the Centre's disciplinary action.

本人謹此聲明, 此表格內所填報各事項, 均屬真實無訛。本人明白, 如有任何虛報遺失或損毀學生證, 中心可向本人採取紀律處分。

Date 日期 _____

Signature 簽署 _____

4. Acknowledgement 領取學生證 (To be completed by student upon collection of replacement card 簽收學生證時填寫)

I acknowledge receipt of a replacement Continuing Education Student Card and the official receipt of the replacement fee. I undertake the responsibility to return my original card to the Management and Executive Development Centre for cancellation in the event of having found it.

本人現簽收持續進修學生證及補領費用的收據。本人承諾, 如尋回遺失的學生證, 會將之交回中心辦公室。

Date 日期 _____ Signature of the Applicant/Appointee 申請人或其委託人簽署 _____

FOR OFFICE USE 只供中心填寫

1. Attachment checked (tick box as appropriate):

- statutory declaration/police report card replacement fee original/damaged card

2. Student's HK ID Card checked upon submission of application/collection of replacement card*

Checked by _____ upon application Date _____
submission

INSTRUCTIONS TO APPLICANTS 申請人須知

Submission of application 提交申請

1. Please complete Parts 1, 2 and 3, and attach a cheque (HK\$110) for the replacement fee to the application form. Cheque or cashier order should be made payable to 'The Hong Kong Polytechnic University'.
請填妥申請表內第 1、2 及 3 部份。申請表請附上劃線支票或本票 (HK\$110) 作支付補領費用，抬頭請寫「香港理工大學」。
2. Please bring along your Hong Kong Identity Card/passport and hand in this application form together with the replacement fee and, if applicable, the damaged Continuing Education Student Card, to the Centre office. In the case of loss, a photocopy of the police report with details of the lost item has to be attached.
請將填妥的申請表連同劃線支票或本票，以及有關文件 (例如：損毀之學生證或由警署發出的報失證明副本) 交回中心辦公室。遞交申請時請攜同身份證或護照以便覆核身份。
3. If you cannot submit the application in person, you may ask a designated representative to submit it for you. Please note, however, that your identity has to be verified upon collection of your replacement card. The Centre reserves the right not to issue the replacement card if you fail to present your Hong Kong Identity Card / passport for verification. **In any case, faxed application will not be processed.**
你亦可委託他人交回申請表。惟本中心須在你領取學生證時核實身份。若屆時未能出示香港身份證 / 護照，學院保留不補發學生證的權利。在任何情況下，透過傳真提出的補領申請將不受理。

Collection of replacement card 領取學生證

4. The processing time for issuing a replacement card is normally seven working days. You may collect your replacement card at the Centre office during office hours seven working days after the date of submitting your application. If unclaimed, your replacement card will be disposed of six months after the receipt of your application, and you will need to submit an application and fee again if you wish to obtain a replacement card.
補發學生證一般需時七個工作天。你必須於提出申請補領後的七個工作天起計的六個月內，到中心辦公室領取學生證。中心將銷毀過期未領取的學生證。申請人如欲要求學院再發新證，須再次提出申請及繳交補領費用。
5. You should bring along your Hong Kong Identity Card / passport to collect the replacement card. If you wish to appoint another person to collect it on your behalf, that appointed person has to produce his/her Identity Card, photocopy of your Identity Card together with a letter of authorisation duly signed by you. To protect your privacy, the photocopy of your Identity Card will be destroyed in the presence of your authorised representative.
領取學生證時，請出示你的香港身份證 / 護照。如你委託他人領取學生證，代領人必須在領取證件時出示其身份證、你簽署的授權書及身份證副本。為保障私隱，你的身份證副本會在辦理領證手續完成後立刻被銷毀。
6. Please note that the information given in the form will only be used for processing this application.
注意：你於本申請表內填寫的資料將只作處理申請補領學生證之用。

IMPORTANT NOTICE

In case of loss, should the original Continuing Education Student Card be found eventually, you should immediately return it to the Centre. It is an offence to possess more than one student card.

重要通告

如日後尋回遺失的持續進修學生證，請儘早將之交回本中心。任何人不得擁有多於一張學生證。

CENTRE OFFICE

Management and Executive Development Centre
QR702, 7/F, Professional Complex, The Hong Kong Polytechnic
University, Hung Hom, Kowloon.
Tel. no: 3400 2773

中心辦公室

企業經管人才發展中心
九龍紅磡香港理工大學專業大樓七樓 QR702 室
電話: 3400 2773

OFFICE HOURS	
Mondays to Fridays	9:00 am – 12:45 pm 2:00 pm – 5:30 pm
Saturdays	9:00 am – 12:00 noon
Sundays and public holidays	Closed

辦公時間	
星期一至五	上午 9 時至下午 12 時 45 分 下午 2 時至下午 5 時 30 分
星期六	上午 9 時 至中午 12 時
星期日及公眾假期	休息