



Paid Chop
供會員服務部使用

證書申請表
Certificate Application Form

Please fill in the following in BLOCK letters 請以正楷填寫以下資料

Participant's Name 學員姓名： _____

Name to be printed on Cert. 印在證書上之姓名： _____

Programme Name 活動名稱： _____

Programme Code 活動編號： _____

Programme Period 活動期間 **From** 由 _____ **to** 至 _____

Contact Person & No 聯絡人及號碼： _____

Date of Application 申請日期： _____

Please read the certification application regulations. 詳情請參閱證書申請細則。

Certificate Application Regulations 證書申請細則

1. Participants with 80% or above attendance rate are entitled to apply for the certificate of completion.
學員必須達 80%或以上出席率，才合資格申請活動完成證書
2. Participants must submit the application form and \$20 application fee for each programme to Member Services on G/F within 3 months after the completion of the programme. Overdue applications will not be entertained. 學員必須於活動完成後三個月內，前往地下會員服務部遞交申請表及費用每張二十元。逾期申請恕不受理。
3. Please bring the official receipt to G/F Member Service Counter 20 days after the application date to collect the certificate during office hours. 學員請於申請日二十日天後，於辦公時間內攜同正式收據往地下會員服務部領取證書。

Office Hours 辦公時間

Mon – Sun, 0800-2200 逢星期一至日，上午 8 時至下午 10 時

4. If the application date is prior to the programme completion date, please collect the certificate 15 days after the programme completion. 若申請日期早於活動完成日期，領取證書之日期將由活動完成日期十五天之後計算為準。
5. Certificates will be kept in Social Services Section office for 3 months from the date of issue and would be discarded afterwards. 學員如未能於證書簽發後三個月內領取證書，即當逾期作廢。
6. For enquiries, please contact 2268 7711 / 如有任何查詢，請致電 2268 7711