

申請補發聽講證書 / 收據

Request for Re-issuance of Attendance Certificate / Receipt

填寫前請先參閱以下**申請須知**，請用**正楷**清楚地填寫此申請表上所有資料。填妥後請將此表格傳真至 2865 1335 或郵寄至「九龍尖沙咀廣東道30號新港中心第二座606室」。信封面需註明「申請補發聽講證書/收據」。

Please read **Notes to Applicants** before filling in this form. Kindly complete legibly all parts in **BLOCK LETTERS**. This form should be returned to "Room 2202, 22/F., 1 Duddell Street, Central, Hong Kong" or by fax at 28651335. Please mark "Request for Re-issuance of Certificate / Receipt" on the envelope.

❖ 請在適當方格內加上“✓”。Please “✓” the appropriate box(es) only.

申請須知 Notes to Applicants :

- 證書或收據如有遺失或損毀，學員可以向本公司申請重發，每張聽講證書或收據之行政費用為**港幣50元正***。
Students who have their attendance certificates/payment receipts lost or damaged may request to have them reissued subject to a payment of administration fee of **HK\$50 on every reprint of certificate or receipt**.
- 學員可攜同此表格親臨本公司辦理有關手續或郵寄此表格至本公司，信封面請註明「申請補發聽講證書/收據」。
Completed request form can be returned to Aspire Learning Limited in person, by post or by fax at 28651335. Please mark "Request for Re-issuance of Certificate / Receipt" on the envelope.
- 補發之聽講證書或收據可於本公司領取或郵寄至學員之通訊地址。請於表格上註明領取方法。
The Certificate of Attendance or Receipt can either be collected in person at the Aspire Learning office or sent by mail. Please specify your choice on the form.
- 在一般情況下，補發之聽講證書或收據會於兩星期內發出。如學員選擇於本公司領取有關文件，收取通知後請於一個月內領取。
Under normal circumstances, copies of Certificate of Attendance or Receipt will be ready within 2 weeks upon request. If students choose to collect the papers at our office, they should do so within one month upon notification.
- 本公司將以電郵或電話確認收妥此表格，如欲收取收件通知，請填寫電郵地址或電話。
Aspire Learning Ltd will acknowledge receipt of this form by email or by phone. Please provide your email address or contact number in the form if you wish to receive acknowledgement.
- 本表格只適用於一個課程之聽講證書或收據之補發申請，如學員之申請超過一個課程，請分開表格填寫。
Students should lodge separate request if their application goes beyond one course.
- 所填報之資料只供本項申請用途。Information provided in this form will be used for this application only.
- 所有費用如有更改，恕不另行通知。All fees are subject to change without prior notice.

申請人資料 Customer's Information

姓名 Name :	(English 英文)	(中文 Chinese)
電郵地址 E-mail address :		聯絡電話號碼 Contact Phone No. :
公司名稱 Company Name :		
通訊地址 Correspondence Address :		

申請補發之資料 Information For Re-issue

聽講證書 Certificate of Attendance 收據 Receipt

修讀課程名稱 Name of Course Attended : _____

修讀年份及月份 Attended Year & Month : _____

付款方法 Payment Method

支票 Cheque

以劃線支票繳費，抬頭請書 “Aspire Learning Limited” 及於支票背面請寫上 姓名 及 聯絡電話。
 All cheques should be made payable to "Aspire Learning Limited" and crossed. Please write down your name and contact telephone number on the back of the cheque.

現金 Cash

現金繳費只適用於親身申請。請勿郵寄現金予本公司。
 Cash will only be accepted for in-person applications. Please DO NOT mail any cash to us.

直接存款
Direct deposit

可透過 ATM 自動櫃員機轉賬 或 銀行櫃位直接過戶 繳交款項。請存入 “Aspire Learning Limited” 之香港匯豐銀行戶口，戶口號碼為 **808-042840-838**，並請謹記留取相關之有效*收據。付款後，請於收據寫上 姓名 及 聯絡電話 傳真至 2865 1335。
 * 注意：凡未能提供有效收據之申請人，其已繳交之款項將不能確認，及其訂購申請亦不獲處理。
 You may also make your payment to our Hongkong & Shanghai Banking Corporation Limited bank account **808-042840-838** via ATM machine or Over-the-Counter Payment. Please remember to collect the "Payment Receipt" after each transaction. Upon successful payment, please write down your name and contact telephone number on the Payment Receipt and fax it to 2865 1335.
 * Remark: Your application will NOT be complete or accepted without the Payment Receipt and all fees paid are non-refundable.

領取方法 Way of Collection

親臨本公司辦事處九龍尖沙咀廣東道30號新港中心第二座606室領取
 To be collected in person at Suite 606, Tower 2, Silvercord, 30 Canton Road, Tsim Sha Tsui, Kowloon.

郵寄至上述通訊地址
 To be mailed to the correspondence address above

本公司專用 FOR OFFICE USE

Document prepared by : _____ (Date : _____) Approved by : _____ (Date : _____)

Application fee received by : _____ (Date : _____) Receipt No. : _____ (Date : _____)