

東華三院盧幹庭紀念中學
領取 2025 年度香港中學文憑考試證書

中六畢業同學：

2025 年度香港中學文憑考試證書現已備妥，同學可於下列日期領取證書。請注意下列事項：

- (1) 同學可於 **2025 年 11 月 4 日至 2026 年 1 月 31 日**期間，於學校辦公時間內帶**同身分證**親往校務處領取及簽收證書。

校務處辦公時間：

星期一至五： 上午 9 時至中午 12 時 下午 2 時至 4 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

- (2) 如學生未能親身領取證書，可請家長/監護人帶備**學生的身分證副本及授權書**代領（授權書樣本請參考下頁）。有關家長/監護人須出示身分證及於適當位置簽收。
- (3) 小心核對證書上的個人資料(包括中、英文姓名及香港身分證號碼)。如需作出更正，學生應盡早將證書及已填妥的申請更正表格(向校務處職員索取)自行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)辦事處辦理。
凡於 2025 年 12 月 31 日或以前提出的更正申請，考評局不收費；
於 2026 年 1 月 1 日至 2026 年 3 月 31 日之間提出的更正申請，考生須繳交費用港幣 297 元。
2026 年 4 月 1 日或之後，考評局不接納更改證書上個人資料的申請。
- (4) 如學生未有回校領取證書，學校會於下年度將證書交還考評局。

如有查詢，請致電 2474 2678 與鄭婉怡老師聯絡。

生涯規劃教育組

二零二五年十一月三日

授權書

致：東華三院盧幹庭紀念中學

莊一秀校長

本人 _____ (2024/2025 年度 _____ 班學生，身份證號碼：_____)，現授權本人之 *父親 / 母親 / 監護人 _____ (身分證號碼：_____) 代領本人之香港中學文憑考試證書。

學生簽署：_____

受託人簽署：_____

日期：_____

* 刪去不適用者

(備註：當領取 2025 香港中學文憑試考試證書時，受託人必須提交畢業生的身分證副本、畢業生簽署的授權書和出示受託人的身分證。)

TWGHs Lo Kon Ting Memorial College

Collecting the 2025 HKDSE Certificate

3rd November 2025

Dear Form 6 graduates,

The certificates for the 2025 Hong Kong Diploma of Secondary Education Examination are now available for collection. You may collect your certificates during the following periods. Please note the details below:

1. You can collect your certificate in person at the school office during office hours from **4th November 2025 to 31st January 2026** with your **identity card**.

School Office Hours:

Monday to Friday: 9:00 A.M. to 12:00 P.M. 2:00 P.M. to 4:30 P.M.

Saturdays: 9:00 A.M. to 12:00 P.M.

Sundays and Public Holidays: Closed

2. If you are unable to collect your certificate in person, your parent or guardian may do so on your behalf. They will need to present a copy of your **identity card** and **an authorization letter** (a sample can be found on the next page). Your parent or guardian must show their own identity card and sign in the designated area.
3. Please carefully check the personal information on the certificate, including Chinese and English names and Hong Kong Identity Card number. If corrections are needed, you should return the certificate along with a completed application for correction form (available at the school office) to the Hong Kong Examinations and Assessment Authority (Address: 12/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong) as soon as possible. No fee will be charged for correction applications submitted on or before 31st December 2025. A fee of HKD 297 will be charged for correction applications submitted between 1st January 2026 and 31st March 2026. Applications for changes to personal information on the certificate will not be accepted on or after 1st April 2026.
4. If students do not return to school to collect their certificates, our office will return the certificates to the Examination Authority in the next academic year.

If you have any queries, please feel free to contact Ms. Cheng at 2474 2678.

Life Planning Education Committee

Authorization Letter

Date: _____

To: Ms. Chong Yat Sau

Tung Wah Group of Hospitals Lo Kon Ting Memorial College

I, _____ (student of class _____ in the 2024/2025 academic year, Identity Card Number: _____), hereby authorize my *father / mother / guardian _____ (Identity Card Number: _____) to collect my Hong Kong Diploma of Secondary Education Examination Certificate on my behalf.

Student's Signature: _____

Authorized person's Signature: _____

*Delete where appropriate

(Note: When collecting the 2025 HKDSE certificate, the authorized person must present a copy of the graduate's identity card, the signed authorization letter, and their own identity card.)