

Ref. No. _____

HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

Human Resources and Administration Division

Application for HKEAA Assessment Centre Access Card

Name: (in English) _____ (in Chinese): _____

H.K.I.D Card No.# : _____ Contact Tel No.: _____

Subject, Paper: _____ Marker No. : _____

I understand that the Access Card will be available for collection **3 working days** after the application. I intend to collect the Access Card at the following Assessment Centre (please tick one box only):

Lai King Tsuen Wan San Po Kong Tuen Mun Wan Chai (Southorn Centre 14/F)

For verification of applicant's identity.

I understand and accept the conditions for issuance of the HKEAA Assessment Centre Access Card (the Access Card) as follows:

1. The Access Card will be used for identification and access to the HKEAA Assessment Centres.
2. The Access Card is not transferable.
3. If the Access Card is lost or damaged, I should immediately report in person to the HKEAA Assessment Centres and apply for a replacement card. Any loss caused by losing the Access Card will not be attributed to the HKEAA and will be borne by me, and a replacement fee of \$50.00 will be deducted from my marker payment fee.
4. I shall not use any Access Card which has been reported as lost. If it is found after being reported as lost, I shall return it to HKEAA.
5. The Access Card is the property of the HKEAA. All invalid Cards shall be returned to the HKEAA.

Reason(s) for Re-issue (for Application for Re-issue of Access Card only):

- Card Damaged
- Card Lost
- Others (Please specify.) _____

Signature: _____ Date: _____

For internal use only

Date of Issue of New Card: _____ Old Card returned No

New Card No. : _____ Yes

Verified by : _____ Date: _____

Acknowledgement of Receipt of Assessment Centre Access Card

I hereby acknowledge receipt of my Assessment Centre Access Card for use at HKEAA Assessment Centres.

Signature: _____ Name: _____

Subject, Paper and Marker No.: _____ Date : _____