



Arrangements for Collection of Certificate 領取證書安排

Certificates can be collected in person at Student Programmes and Services (SPS) Division of the Hong Kong Academy for Gifted Education (HKAGE) during operating hours*. (*Address: 301, Student Programmes and Services Division, the Hong Kong Academy for Gifted Education, Sha Kok Estate, Shatin, Hong Kong*) You will be requested to present your HKID card/Student card for identification purposes and sign an acknowledgement of receipt.

學員可於辦公時間*內親臨香港資優教育學院學生服務部領取證書。(地址：香港沙田沙角邨香港資優教育學院學生服務部 301 室)。領取證書時必須出示香港身份證或學生證以確認身份，以及簽署領取回條。

If you are unable to collect your certificate in person, please complete the [Authorisation Form](#) for the Collection of Certificate on your behalf. The authorised person will need to sign an acknowledgement of receipt.

倘若未能親身領取證書之學員，請填妥[代領證書同意書](#)以委託他人代領。代領人須簽署領取回條。

The authorised person will need to present:

代領人於領取證書時必須出示：

1. [Authorisation Form](#);
[代領證書同意書](#);
2. A photocopy of your HKID card/student card and
授權人的香港身份證或學生證副本及
3. his/her HKID card.
代領人的香港身份證。

The HKAGE accepts no responsibility for any loss or damage of the certificate during collection.
You are strongly advised to collect your certificate in person.

香港資優教育學院不會補發任何因代領而遺失或損毀的證書，因此，**建議學員親自領取證書。**

The uncollected certificates will be destroyed after ONE year.

未被領取之證書將於一年後被消毀。

***Operating Hours 辦公時間 –**

Monday to Friday 星期一至五：

9:00a.m. – 1:00p.m. and 2:00p.m. – 5:30p.m. 上午九時至下午一時及下午二時至五時半

Closed on Saturdays and public holidays 逢星期六及公眾假期休息

Enquiry 查詢 –

Tel 電話：3940 0184

Email 電郵：sps@hkage.org.hk