



**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: E326, East Block, Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, 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：九龍塘沙福道19號九龍塘教育服務中心東座E326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：3698 3499

Email 電郵：sps@hkage.org.hk