



19th October, 2023

Dear S.6 Graduates of 2023,

Collection of 2023 Hong Kong Diploma of Secondary Education Examination (HKDSE) Certificate

The 2023 HKDSE certificates are ready for collection in our school. S.6 students must bring their HKID card to collect their certificate at the General Office during the following periods:

- Date : 1st November, 2023 to 20th December, 2023
- Time : 9:00 a.m. – 5:00 p.m. (Monday – Friday)
9:00 a.m. – 12:30 p.m. (Saturday)
- Location : General Office

After receiving the certificate, students must check carefully their personal data (such as, Chinese/English name and HKID card number) on the certificate. If there are any errors, students must **return to school** as soon as possible and fill in the Change of Personal Particulars Form. All applications for change of personal particulars should be submitted to the Hong Kong Examination and Assessment Authority (HKEAA). Applications submitted on or before 31st December, 2023 will be free of charge. Applications submitted between 1st January, 2024 and 31st March, 2024 will require a payment of \$268. Applications made after 31st March, 2024 will not be accepted.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School

Certificates will not be issued to candidates who were absent from all subjects in the HKDSE or who obtained unclassified / unattained / ungraded results in all subjects.

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Authorisation Letter for the Collection of HKDSE Certificate

I hereby authorise (Name) _____ (_____), HKID card number: _____ to collect the 2023 HKDSE Certificate on my behalf. I have attached a copy of my HKID card. Please kindly allow the above-mentioned person to collect the certificate on my behalf.

Name of trustor : _____

HKID card number : _____

Date : _____