**補領註冊證及/或註冊信**

**Replacement of Registration Card and / or Registration Letter**

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| **重要須知：Important Notes:** | 1. 填寫此表格前請細閱有關的註冊手冊和「條款及條件」。Please read the relevant Registration Handbook and Terms and Conditions before completing this form.
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|  | 1. 請按照相關指示填妥此申請表。資料不完整的申請表格可能會造成處理上的延誤或被終止處理。

This application form should be completed in accordance with the specified instructions as set out in the application form. Incomplete information may cause delay or termination in processing the application. |
|  | 1. □ 請在適當位置加上 “✓” 號。

Please tick where appropriate. |
| **人員類別Type of Personnel** |
| 🞏 防治蟲害施藥人員(Pesticide Applicator)  | 🞏 見習防治蟲害技術人員(Provisional Pest Control Technician) | 🞏 防治蟲害技術人員(Pest Control Technician) |
|  **申請類別Type of Application**  |
| 🞏 補領註冊證Replacement of Registration Card  | 🞏 補領註冊信Replacement of Registration Letter | 🞏 補領註冊證及註冊信Replacement of Registration Card and Registration Letter |

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| 1. **個人資料 Personal Particulars**
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| 英文姓名Name in English | 白底彩色證件照貼於此處Photo here (40mm x 50mm) |
| 中文名字Name in Chinese |  | 性別\*Sex\* | 🞏 男Male 🞏 女Female |  |
| 香港身份證號碼HKID Card Number |  | 出生日期Date of Birth  | \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_\_日dd 月mm 年yyyy |  |
| 聯絡電話號碼Contact Number |  | 電郵地址Email Address |  |
| 註冊編號Registration Number |  | 註冊有效日期Validity of Registration |  |
| 通訊地址Correspondence Address |  |
| 補領方式 Collection Method 🞏 郵寄 By Post 🞏 於香港品質保證局領取 Collected at HKQAA Office |
| 1. **所提交之文件 Documents Submitted in Support of this Application**
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| 🞏 | 香港身份證副本Photocopy of Hong Kong Identity Card |
| 🞏 | 白底彩色證件照兩張Recent color photograph |
| 🞏 | 被損壞的註冊證 (如適用)Defaced registration card (if applicable)  |

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| 1. **申請人聲明Declaration**
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| 本人（亦即下方簽署之人士）明白香港品質保證局根據相關的手冊內的註冊要求及「條款及條件」運作此註冊，並已獲提供及曾閱讀「條款及條件」。本人亦同意假如本人能成功申請註冊，並且在香港品質保證局同意繼續處理及評審本人的申請的情況下，本人將遵守我認為公平及合理的「條款及條件」，並受約束。本人並同意按有關收費標準支付現有及將來所需費用。I, the undersigned, recognize that the Hong Kong Quality Assurance Agency (“HKQAA”) operates the registration services in accordance with the requirements in the Registration Handbook and in accordance with the relevant “Terms and Conditions” which I have read. I also agree that if my application is successful, and in consideration of HKQAA agreeing to proceed with and review my application, that I will comply with and be bound by the Terms and Conditions which I consider to be fair and reasonable. I further undertake to pay all cost required in relation to my application and future fees when necessary.本人明白包括補發註冊證在內，只可同時間擁有由香港品質保證局頒發予本人的註冊證一張，如本人隨後尋回遺失的註冊證，必須歸還補發或原來的註冊證予香港品質保證局。I understand that I can be in possession of only ONE copy, including the replacement copy, of the registration card awarded by HKQAA, and I would be required to submit the extra copy (ies) of the registration card to HKQAA for destruction if the original copy, previously reported lost, was subsequently found. 本人確定在這表格所提供的資料全部真確。I declare that the information in this form is true and correct.本人明白如本人不能符合註冊的要求及「條款及條件」的要求，香港品質保證局可以撤銷本人的註冊或拒絶給予評審。I recognize that HKQAA may forthwith decline the registration or refuse to grant review if I am unable to comply with the registration requirements and the requirements of “Terms and Conditions”.本人同意香港品質保證局可將上述資料用作處理註冊申請 / 續期申請之用，以及用於香港品質保證局在私隱政策聲明中所述之其他用途。我已閱讀並了解香港品質保證局在其網站([www.hkqaa.org/cmsimg/privacy/statement.pdf](http://www.hkqaa.org/cmsimg/privacy/statement.pdf)) 的私隱政策聲明。I agree that the above information may be used by HKQAA for processing the registration application or renewal of registration, and for any other purposes as stated in the Privacy Policy Statement. I have read and understand the Privacy Policy Statement of HKQAA from its website ([www.hkqaa.org/cmsimg/privacy/statement.pdf](http://www.hkqaa.org/cmsimg/privacy/statement.pdf)). |
| 申請人簽署Signature of Applicant |  | 日期Date |  |

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 **申請及繳款方法
Application & Payment Instructions**

1. 補領及/或更換註冊證或註冊信費用為港幣300元正。
The required fee for replacement of registration card and/or registration letter is HKD 300.
2. 如果你所遺失或被損壞的註冊證的有效期將在六個月內屆滿，你可以申請續領註冊證。
In case the lost or defaced registration card will expire within 6 months, applicant may apply for renewal of registration form.
3. 申請人將填妥的申請表格 、香港身分證副本、及所須繳交的費用(須以支票或銀行入數或轉帳) (及被損壞的註冊證) 親自或郵寄回香港品質保證局—香港北角渣華道191號嘉華國際中心19樓。遞交申請時間為：
Submission of this completed application form together with the copy of HKID and payment of fee (together with the defaced licence, if applicable) shall be made by the application in person or by mail at HKQAA – 19/F, K. Wah Centre, 191 Java Road, North Point, HK. Submission of application opening time shown below:

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| 星期一至五Monday to Friday | 上午 9 時30 分至下午 12 時正;下午2 時正至下午5時30 分9:30 a.m. to 12:00 p.m;2:00 p.m. to 5:30 p.m |
| 星期六、日及公眾假期Saturday, Sunday and Public Holidays  | 休息Closed |

1. 只接受支票或銀行入數或轉帳付款方式。
Payment can only be made by cheques or bank account transfer.
2. 如選擇以支票付款，支票抬頭請註明「香港品質保證局」並予劃線。期票恕不接受。
Cheques shall be crossed and made payable to “Hong Kong Quality Assurance Agency”. Post-dated cheque will not be accepted.
3. 如選擇以銀行入數或轉帳付款，須繳交入數紙副本。
A copy of the remittance advice shall be submitted together with the application when pay by bank account transfer.

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| 賬戶Beneficiary Name | ： | 香港品質保證局Hong Kong Quality Assurance Agency |
| 賬號Bank Account | ： | 198-1-009341 (港幣戶口)198-1-009341 (HKD Account) |
| 銀行號Bank Code | ： | 004 (香港上海匯豐銀行)004 (The Hong Kong and Shanghai Banking Corporation Limited) |

1. 香港品質保證局不會接收郵資不足的郵件。

Underpaid mail items will not be accepted by the HKQAA.

1. 為確保郵遞無誤，請在投寄郵件時支付足額郵資及註明回郵地址。

Please pay sufficient postage and provide a return address before posting to ensure successful delivery.