

To: Manager, School Examinations and Assessment Division  
 Hong Kong Examinations and Assessment Authority  
 12/F, Southorn Centre  
 130 Hennessy Road, Wan Chai  
 Hong Kong

**Hong Kong Diploma of Secondary Education Examination 2024**  
**Request for Amendment of Personal Data on the Certificate**  
 (Amendment requests will NOT be accepted after 31 March 2025)

1. I found the following error(s) in respect of my personal particulars on the 2024 HKDSE certificate:  
 (Please '√' as appropriate)

Name in English

Identification Document No.

Name in Chinese

**Points to Note**

- (1) *The original certificate must be returned.*  
 (2) *Applicants are required to produce their identification document for inspection. If the application is submitted through an authorised person, a copy of the applicant's identification document should be produced for verification against the data listed below.*  
 (3) *Amendment of personal data on the certificate will be made by the Authority free of charge if the request is received on or before 31 December 2024. For requests made between 1 January 2025 and 31 March 2025, a fee of \$286 will be charged. Amendment of personal data on the certificate will NOT be accepted after 31 March 2025.*

2. I enclose my original certificate. Please make the following amendment(s) :

	Error Detected	Correct Information (in BLOCK Letters)
Name in English		
Name in Chinese		
Identification Document No.		

Address: \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_

Name : \_\_\_\_\_  
 (in BLOCK letters)

Tel. No.: \_\_\_\_\_

Date : \_\_\_\_\_

Candidate No. : \_\_\_\_\_

For office use

Handled by \_\_\_\_\_

Checked by \_\_\_\_\_



HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY

HKDSE 2024 – Amendment of personal data on the certificate

DSE

The applicant will be notified of the date for the collection of the amended certificate  
 around two weeks after the submission of the form.