

慈幼英文學校  
SALESIAN ENGLISH SCHOOL  
校務及學生事務組  
SCHOOL ADMINISTRATION AND STUDENT AFFAIRS TEAM  
補領學生證申請表  
APPLICATION FOR RE-ISSUE OF STUDENT SMART CARD

在填寫申請表前，請閱讀以下細則： Please read the instructions below before completing this form:

申請細則 Instructions to Applicant

1. 填寫申請表第 I 至 II 部份。  
Complete Part I & Part II of the application form.
2. 如因損壞而補領學生證者，須連同損壞的學生證同時交回校務處。在此情況下，學生可豁免補領費用。  
If your smartcard malfunctioned, bring it along to the School Office for reissue application. Application charge could be waived.
3. 如因遺失而補領學生證者，請注意下列各項：  
Conditions related to re-issue of lost Student Smart Card:
  - I. 如日後尋回已報失之學生證，必須立刻交回校務處。  
Lost cards, if found, must be returned to the School Office.
  - II. 學生不得使用已報失之學生證。學校如發現學生繼續使用已報失之學生證，均可將之沒收。  
Students must not use student smart cards which have been reported lost. Cards reported lost, if found in use, would be confiscated by the school.
  - III. 補領學生證費用為三十二元。已繳費用概不退還。  
Charge for re-issuing new smart card is \$32 and is not refundable.

**I 學生資料**  
**STUDENT PARTICULARS**

姓名(英文) \_\_\_\_\_ 中文 \_\_\_\_\_  
English Name \_\_\_\_\_ Chinese \_\_\_\_\_

班別及學號  
Class and Class Number \_\_\_\_F. \_\_\_\_\_ ( \_\_\_\_\_ )

申請補領原因：

Reason(s) for Re-issue :

- 更新個人資料(請略述之)  
Change of Personal Data (Please explain in brief) \_\_\_\_\_
- 因以下原因損壞：  
Card damaged due to the following reason:
- 不能查閱咭內個人資料  其他(請註明)  
Cannot enquire personal data in card Others (please specify) \_\_\_\_\_
- 遺失  其他(請註明)  
Lost Card Others (Please specify) \_\_\_\_\_

**II 聲明**  
**DECLARATION**

- 本人明瞭以上資料均為事實及願意遵守上述各項。

I declare the above information is correct and agree to abide by the above conditions.

\_\_\_\_\_  
家長簽署 Parent's Signature

\_\_\_\_\_  
日期 Date

**III 認收(由申請人在領取補發學生證時填寫)**  
**ACKNOWLEDGEMENT (To be completed by student upon collection of replaced Student Smart Card)**

- 本人已收妥補發之學生證，並答允若在日後尋回遺失的學生證，定必把它退還學校予以取消。  
I declare receipt of the re-issued Student Smart Card and undertake to return to the school the original card for cancellation if found.

\_\_\_\_\_  
學生簽署 Student's Signature

\_\_\_\_\_  
日期 Date

參考編號 Ref. No.: \_\_\_\_\_  
日期 Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_

茲收到

Received from \_\_\_\_\_ [F. \_\_\_\_\_ ( \_\_\_\_\_ )]

港幣

the sum of H.K. Dollars \_\_\_\_\_

作為補領學生證的費用。

being in payment of re-issuing Student Identity Card.

**HK\$**

收款人 : \_\_\_\_\_  
Received by : \_\_\_\_\_