

Receipt Reissue Request Form

Personal Particulars			
Name of Student:	FULL NAME	E-mail Address:	
Contact No.:		Kaplan Student No.:	If known

Examination Preparation Course Enrolled at Kaplan Financial					
<input type="checkbox"/> ACCA		<input type="checkbox"/> QP		<input type="checkbox"/> PBE	
Receipt Reissue Request					
Exam Diet:	MMM YYYY	Paper:	(Education Revision)	Class:	
Exam Diet:	MMM YYYY	Paper:	(Education Revision)	Class:	
Deliver Method					
<input type="checkbox"/> In Person			<input type="checkbox"/> By Post (as indicated below)		
Mailing Address:					

Application Administrative Fee Payment		
<input type="checkbox"/> Cash	<input type="checkbox"/> EPS	<input type="checkbox"/> Cheque (Payable to <u>Kaplan Financial (HK) Limited</u>)

Terms and Conditions			
By signing below, I hereby agree with Kaplan Financial (HK) Limited 's terms & conditions as stated below:-			
1. A <u>non-refundable</u> administrative fee of HK\$30 per request must be settled upon this request submission; 2. Receipt(s) will be ready within 5 working days after acknowledge of received of this request form; 3. If request to pickup the re-issuance of the receipt(s) personally, please attend Kaplan Financial Admiralty Training Centre: Suites 601-6, 6/F, CITIC Tower, No.1 Office Hours: Tim Mei Avenue MON – FRI (0900-2100) SAT (0900-1800) SUN & PUBLIC HOLIDAYS (0900-1800) Admiralty, HKSAR, China Telephone: (852) 2526 3686 (Admiralty MTR Station: Exit E1) Facsimile: (852) 2501 0589 4. Kaplan Financial reserves the right to make the final decision of this request approval.			
Signature:		Date:	DD MM YYYY

Customer Service Office Use Only						
PY:		ST:				
App#:	HK\$:	CS Handled:	Date:	DD MM YYYY		

Accountancy Division Office Use Only				
<input type="checkbox"/> Approved	BA Handled:	Date:	DD MM YYYY	
<input type="checkbox"/> Rejected (reasons):				
<input type="checkbox"/> Issued	<input type="checkbox"/> Post Date:	DD MM YYYY	<input type="checkbox"/> Pickup Date:	DD MM YYYY