

補發收據申請表格 **Application Form for Re-issuance of Receipt**

請於填寫本表格前參閱以下須知。 Please read the following notes before completing this form.

- 個人資料收集聲明:閣下在本表格內所提供的個人資料將供本院職員處理此申請之用。 Personal Data Collection Statement: The personal data provided in this form will be used by the School for the purpose of processing this
- 申請補發收據之費用為每張港幣五十元正。
 - A fee of HK\$50 per receipt will be charged for re-issuing a receipt.
- 繳費辦法 Payment Methods:
 - (i) 支票/銀行本票 Cheque/Bank Draft
 - 如用支票/銀行本票,請以「香港中文大學」名義抬頭,並加橫線,連同本表格一併遞交。
 - Crossed cheque/bank draft should be made payable to "The Chinese University of Hong Kong" and returned together with this form.
 - (ii) 快速支付系統「轉數快」Faster Payment System (FPS)
 - 申請人可使用「轉數快」轉賬 * (詳情請參閱個別銀行的指引)。請於「受款人提示訊息」/「備註」欄位填上聯絡電話及課程編號。完成轉 賬後將「確認」/「完成轉賬」紀錄(必須附有入賬戶口、轉賬金額、轉賬日期、參考編號及受款人提示訊息/備註)連同本表格一併以電 郵方式傳送至報名中心 (scs-enrol@cuhk.edu.hk) 作核實。*轉數快識別碼:160565636 或 轉數快電郵地址:payment@scs.cuhk.edu.hk Payment can be made via FPS* (for details, please refer to the guidelines of individual banks). Applicants should enter their contact phone number and course code(s) in the "Message to payee"/"Notes"/"Remarks" field. After completion of payment, a record of the "Confirmation"/"Payment Completion" page (showing the information of payee, payment amount, payment date, reference number and message to payee/notes/remarks) should be sent together with this form to Enrolment Centres via email at scs-enrol@cuhk.edu.hk for verification. *FPS ID: 160565636 or Email address for FPS: payment@scs.cuhk.edu.hk
 - (iii) 易辦事/支付寶香港/微信支付/八達通 EPS/AlipayHK/WeChat Pay/ Octopus 本院報名中心設有易辦事、支付寶香港、微信支付及八達通繳費服務
 - EPS/AlipayHK/WeChat Pay/Octopus payment can be made at Enrolment Centres.
 - (iv) Visa/萬事達卡付款 Payment by Visa/Master Card
 - 請於本表格內填寫持卡人姓名、信用卡號碼、發卡銀行、有效日期、授權金額及簽署,並親臨或郵寄至本院辦理。
 - This form should include the card holder's name, card number, card issuing bank, expiry date, authorised amount and card holder's signature.

| 課程編號 | | | |
|---|------------------------------------|---|------------------------------------|
| Programme/Course Code | | | |
| 課程名稱 | | | |
| Programme/Course Title | | | |
| 學號/註冊編號 | (如未能 | :提供學號/註冊編號,請填上香港身份證號碼。) | |
| | (Please | e provide your HKID Card No. if your Student ID/Regis | stration No. is not available.) |
| 申請人英文姓名 | | | (B.4. /B.4. /B.4. /B.4.).+ |
| name of Applicant (in English) 申請人中文姓名 | | | (Mr./Miss/Ms./Mrs.)* |
| | | | (先生 / 小姐 / 廿十 / 大大)* |
| 通訊地址 | | | |
| Correspondence Address | | | |
| | | ride your address if you choose to receive the rece | eipt by mail.) |
| 聯絡電話 Contact No. | 電郵地址 | | |
| Contact No. | E-IIIaii Address | | |
| 繳費辦法 Payment Methods | | | |
| □ 支票/銀行本票號碼 Cheque/Bank [| Draft No.: | | |
| □ 快速支付系統「轉數快」Faster Par | | | |
| _ | , , | DUS (須親臨報名中心辦理付款 Payment should be ma | do in parson at Enralment Contract |
| □ 信用卡 Credit Card: □Visa/□Maste | | 703 (須祝틃報·石中心辦達的級 Fayment Should be ma | de in person at Emoinient Centres) |
| ■ 信用卡 Credit Card. ■Visa/■Maste | 31 | | |
| 選用信用卡之申請人請填寫以下部分 AI | oplicants making payment by cred | dit card please complete the part below | |
| 信用卡號碼 | | | |
| Card No. | | Card Issuing Bank | |
| | | | |
| 持卡人姓名 Card Holder's Name | | 有效日期(月/年) Expiry Date (mm/yy) | / |
| | | (有效期須為半年或以上 Valid for at least six months) | |
| 本人授權中大專業進修學院於上述信用- | | | |
| I hereby authorise CUSCS to charge | the credit card above for a fee of | HK\$ | (必須填寫 must fill in) |
| | | | (必須填為 must iii in) |
| bt b l Marin O III I I O | | F1 444 B . | |
| 持卡人簽署 Card Holder's Signature | | 日期 Date | |
| | | | |
| 申請人簽署 Applicant's Signature | | 日期 Date | |

^{*} 請刪去不適用者。Please delete if inappropriate.

| Form & fee received on | Receipt no. |
|------------------------|-------------|
| Remarks | |
| Handled by | Date |

For Official Use Only