



# 香港資優教育學苑

## The Hong Kong Academy for Gifted Education

### Arrangements for Collection of Certificate 領取證書安排

Certificates can be collected in person at the Hong Kong Academy for Gifted Education (HKAGE) during operating hours\*. You will be requested to present your certificate collection notification email or HKID card for identification purpose and sign an acknowledgement of receipt.

學員可於辦公時間\*內親臨香港資優教育學苑（資優學苑）領取證書。領取證書時必須出示領取證書通知電郵或香港身份證，以確認身份，並須簽署領取回條。

If you are unable to collect your certificate in person, you may authorise someone to collect it on your behalf by completing the Authorisation Form for Collection of Certificate. The authorised person will need to sign an acknowledgement of receipt. Click [here](#) for the Authorisation Form for Collection of Certificate.

未能親身領取證書之學員可填妥「代領證書授權書」，授權他人代領。代領人須簽署領取回條。請[按此](#)下載「代領證書授權書」。

The authorised person will need to present:

代領人領取證書時必須出示：

1. Authorisation Form for Collection of Certificate;  
代領證書授權書；
2. A photocopy of the certificate collection notification email or of your HKID card; and  
授權人的領取證書通知電郵或香港身份證副本；及
3. His/her HKID card (for verification purpose).  
代領人的香港身份證（以供核實之用）。

HKAGE accepts no responsibility for any loss or damage of the certificate during collection. **You are advised to collect your certificate in person.**

資優學苑建議學員親自領取證書。倘證書於領取過程中遺失或損毀，資優學苑恕不負責。

The uncollected certificates will be destroyed after ONE year.

未領取之證書將於一年後銷毀。

#### \*Operating Hours 辦公時間 –

Monday to Friday: 9:00a.m. – 1:00p.m. and 2:00p.m. – 5:30p.m.

Closed on Saturdays and public holidays

星期一至五：上午九時至下午一時及下午二時至五時半

逢星期六及公眾假期休息

#### Enquiry 查詢 –

Tel 電話：3940 0101

Email 電郵：academy@hkage.org.hk