

# SECRETARIAL AND BUSINESS ADMINISTRATION DIPLOMA



International Qualifications from EDI

## Application form

### INSTRUCTIONS FOR COMPLETING THIS FORM

- 1 Please enclose photocopies of the relevant certificates/results slips. (Original certificates are not required)
- 2 Results may be accumulated within the 24 month-time frame or over 3 consecutive Series of examinations (e.g. Series 3 2007, Series 3 2008 and Series 3 2009).
- 3 **Application Fees for Group Certification HK\$420.00 for each Diploma.**
- 4 Cheque to be made payable to “ **Educational Resources (HK) Ltd** “.
- 5 The processing time will take an estimation of 2 months from the date of receiving complete documents.
- 6 Candidates must claim their Group Awards within 12 months of the date of their last examination.

Full Name. .... HKID.....

Mailing address. ....

.....

Contact No (Home)..... (Office) ..... (Mobile). ....

Email. ....

I enclose cheque / cash of HKD ..... Date.....

#### FOR LCCI OFFICE USE ONLY

Receipt No. .... Bank & Cheque No .....

#### Please indicate award to be claimed:

- Level 4 Executive Secretary’s Diploma (ESD)
- Level 3 Private Secretary’s Diploma (PSD)
- Level 3 Diploma in Business Administration (DBA)
- Level 2 Diploma in Secretarial Administration (DSA)
- Level 2 Diploma in Business Administration (DBA2)
- Level 1 Diploma in Administration (DA)