

Requisition for Amendment of Certificate

Candidate Details in BLOCK CAPITALS :

For Registered Training Centre

Centre Name and Code: _____

Mailing Address: _____

Post Code: _____ City / State: _____

Contact No.: _____ Number of Certificate to be amended: _____

Email: _____

For Private Candidate

Name: _____ NRIC No.: _____

Mailing Address: _____

Post Code: _____ City / State: _____

Contact No.: _____ Number of Certificate to be amended: _____

Email: _____

Candidate Name	Type of Error (√)			Correction Required
	Name	NRIC No.	Others	

Instructions for completing this form :-

1. Registered Training Centres should submit the application on behalf of their students with a covering letter.
2. For private candidate, you may send your application directly to LCCI Malaysia office. The certificate issued will be sent to the address stated in this form.
3. Please enclose the ORIGINAL certificates and result slips and photocopy of Identity Card.
4. An administration fee of **RM92.00 per certificate** (valid until 30th September 2010) is applicable and payment is to be made payable to **LCCI INTERNATIONAL QUALIFICATIONS (MALAYSIA) SDN BHD**. We only accept bank draft / postal order / money order. Payment by personal cheque is NOT accepted.
5. A postage fee is applicable for application from private candidate – **RM15.00**

Note: Examination records are retained for 6 years only and certificate issued above 6 years period cannot be amended.