

## Requisition for Replacement 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 replaced: \_\_\_\_\_

Email: \_\_\_\_\_

### For Private Candidate

Name: \_\_\_\_\_ NRIC No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ City / State: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Number of Certificate to be replaced: \_\_\_\_\_

Email: \_\_\_\_\_

Diploma / Certificate	Level & Subject(s)	Exam Result	Series / Month / Year

### 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 photocopies of the certificates and/or result slips with a **covering letter stating reason** for replacement requisition.
4. An administration fee of **RM92.00 per certificate** (valid until 30<sup>th</sup> 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 replaced.**