



LCCI Post Results Services

Replacement of Certificate and Diplomas

Board Code: <u>LCCI-PRS</u> Subject Code: <u>REP</u>	Full Name in BLOCK Letters	
LCCIQ Candidate Number	Passport / NRIC Number	
Complete Address (Block #, Unit # and Postal Code)	Email Address	
Home No.	Mobile No.	Would you like your results to be mailed to you? (by registered mail, additional S\$5.00) <input type="checkbox"/> Yes <input type="checkbox"/> No

Diploma Title / Diploma Code & Name / Certificate		
Subject and Level	Results	Series / Month / Year

Instructions on completing this form:

- The administrative fee for this request is **\$190.00** (GST inclusive) per Certificate / per Diploma.
- Complete all the highlighted fields in this form.
- Enclose the following documents:
 - a photocopy of your identity card/ passport
 - a cover letter stating the **reason for replacement**
- The processing time takes approximately two (2) months from the date of receipt of the documents.
- Submit your documents:
 - By Mail:** Please mail the completed application form, a photocopy of your NRIC/Passport and cheque to:

*British Council (Singapore) Limited
Examinations Services
30 Napier Road, Singapore 258509*

Cheques must be made payable to "**British Council (Singapore) Limited**". Applications will only be processed if documents are complete.
 - In person:** Submit the completed application form in person at the British Council - **Napier Road Office**. The administrative fee must be paid upon application (by CASH / NETS / CREDIT CARD)

Candidate's Signature: _____ Date: _____

Official Use (Register under "School Exams") Administrator's Initial:	Sequence Number:	Receipt Number:
	C	E