

## Advance Booking for the Submission of Application for Qualifications Assessment

Advance telephone booking service is available for submission of application for qualifications assessment in person or by an authorised representative. Booking can be made up to four weeks before submission by calling 3658 0000 during office hours. Half-hourly sessions (9:00 am to 5:30 pm, Mondays to Fridays) will be open for booking on a first-come-first-served basis. A booking number will be given for confirmation.

For those without an appointment or who are 15 minutes late, alternative arrangements will be made subject to the prevailing booking situation.

### Notes

1. The Council office hours are 8:45 am to 5:45 pm, Mondays to Fridays.
2. Mail-in applications are still accepted.
3. Only one session can be reserved for each application.
4. In case of change or cancellation of the booking, please inform the Council by phone as soon as possible.
5. When Typhoon Signal No. 8 (or above) or a Black Rainstorm Warning is or about to be issued by the Hong Kong Observatory, all bookings of the day(s) will be cancelled without prior notice. Affected applicants will be contacted for rescheduling.
6. Please call 3658 0000 for general enquiries.

April 2007

### 預約提交學歷評估申請

本局為親身或獲授權提交學歷評估申請的人士提供電話預約服務。申請人或其獲授權代表可於提交申請前四星期內於辦公時間致電本局（電話：3658 0000）安排預約。每節預約時間為三十分鐘（星期一至星期五，上午九時至下午五時三十分），將以先到先得原則分配。本局會在完成預約後發出預約編號以供確認。

未經預約或遲到十五分鐘或以上的人士，本局會視乎當日之預約情況另作出安排。

### 注意事項

- (一) 本局之辦公時間為星期一至星期五，上午八時四十五分至下午五時四十五分。
- (二) 本局仍會接受郵遞申請。
- (三) 每位申請人或其獲授權代表只可申請一節預約時間。
- (四) 如申請人或其獲授權代表未能依時應約，請儘快通知本局。
- (五) 當天文台發出或即將發出八號（或以上）颱風信號或黑色暴雨警告信號時，當日所有預約將會取消而不作預先通知。本局會聯絡受影響之申請人安排改期。
- (六) 如有查詢，請致電 3658 0000。

二〇〇七年四月