## Instructions

1. If your original card is found to be damaged, please return it to the Academic Services Office of the Registry for evaluation.
2. Section A **MUST** be completed by all students.
3. If your card has been lost, you should hand this form over to the Library immediately for Section B to be completed and the form returned to you.
4. HK$150 replacement fee will be charged for lost card or if the original card is found to be tarnished.

## 5. Payment Method

**Please choose one of the method below and follow the steps carefully:**

**Option 1:** Through Automatic Teller Machine (ATM)

ATM cardholder may make the payment through the following types of ATM:

a. JETCO ATM with ‘JET Payment Service’ logo; or
b. HSBC/Hang Seng Bank ATM with ‘Bill Payment Service’ logo

Select ‘Bill payment’, ‘Education’, then ‘The University of Hong Kong’.

- Enter the ‘bill type’ ‘06’ Other Fees.
- Enter the ‘bill account no.’ [i.e. your University No. with a suffix of ‘4006’ (14 digits)].
- Key in the payment amount.
- Print out the ATM transaction advice.

**Option 2:** Cash payment through bank counter

If you cannot make the payment via ATMs, you may pay cash through Bank of East Asia (BEA) counter to HKU bank account no. ‘015-514-40-59222-6’. Please remind the bank teller to input a 14-digits payment reference, i.e. your University No. with a suffix of ‘4006’, and correctly print on the BEA pay-in slip.

6. The original ATM customer advice must be returned with this form and the reply card directly to the Academic Services Office (G-04, Ground Floor, Run Run Shaw Building, the University of Hong Kong). Please retain a photocopy of the receipt as proof of payment of replacement charge.

7. You will be notified by post of the date on which your card will be issued.

## Section A: **MUST** be completed by student

<table>
<thead>
<tr>
<th>University Number:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name in block letters (surname first): (as per your HKID Card/ Passport)</td>
<td></td>
</tr>
<tr>
<td>Faculty:</td>
<td>Curriculum:</td>
</tr>
</tbody>
</table>

I hereby declare that my Student Registration Card (please tick the appropriate box)

- [ ] has been lost. I undertake to return the original card, if subsequently found, to the Academic Services Office of the Registry immediately for cancellation. I attach herewith the replacement fee receipt for replacement.

- [ ] is damaged. I attach herewith the card and the replacement fee receipt for replacement.

Date: ____________________________ Signature of student : ____________________________

## Section B: To be completed by the Library (for lost card ONLY)

The loss of the Student Registration Card has been noted.

Date: ____________________________ Signed: ____________________________ for Librarian

## Section C: To be completed upon collection of Student Registration Card

Replacement card collected by : ____________________________

Signature of Student

Date : ____________________________