

Arrangement for Uncollected Certificates

The arrangement for uncollected certificates applies to:

1. Fellowship
2. Subspecialty Fellowship
3. Membership
4. Intermediate Examination Certificate

Starting from 2025, the College Secretariat will arrange disposal of uncollected certificates after 2 years of Fellowship and Membership conferment. A **one-time exercise** is arranged for collection and disposal of **uncollected certificates from 7 April to 30 October 2025 for the Fellows and Members of training programmes of Year 2023 and before**. Any uncollected certificates of Year 2023 or before will be securely destroyed after 1 November 2025.

Fellows and Members please complete the **Form for the Collection of Certificate** (*see Appendix I*) to select the collection method of their certificate(s) as below:

Collection methods

Certificate collection in person or by authorisation will be arranged by appointment only. Please contact the following Secretariat staff for the related certificate arrangement by phone or by email to facilitate the process.

Examination: Ms Angel LAM (angel.lam@paediatrician.org.hk / 2871 8771)

Fellowship and Membership: Ms Annissa KAM (annissa.kam@paediatrician.org.hk / 2871 8871)

Subspecialty: Ms Stephanie Lai (stephanie.lai@paediatrician.org.hk / 2871 8842)

1. Collection in person

- College members are required to present their original HKID card (physical form) in collecting the certificate(s).

2. By authorisation

- Certificate collection by representative is required to present the following relevant identification documents including:
 - i. a copy of your identification document
 - ii. identification document of the representative
 - iii. a copy of the completed *Form for the Collection Certificate*

3. Mailing by:

- SF Express: \$50/copy
 - To avoid postal error, applicants must provide clear and accurate addresses of the recipients of the documents on the *Form for the Collection of Certificate*.
 - Payment of the SF express can be settled by **FPS no.103266565 (Hong Kong College of Paediatricians) remarking “certificate collection”**.
 - The College accepts no responsibility for any loss or damage to the documents during postal delivery.
 - Urgent delivery requests cannot be entertained.

Appendix I

Form for the Collection of Certificate

(You can directly type in the information or by handwriting)

Year of Award: _____ Click to choose certificate type: Choose an item.

A: Personal Particulars

Name (with surname first, in BLOCK letters):	
Fellow / Member no.:	
*HKID / *Passport no.:	(*Please delete as appropriate)
Contact number:	
Email address:	

B: Collection Method (please click / cross one from the below)

- In person by appointment with the Secretariat**
Please present your original HKID card / passport to collect your certificate.

Collection date: _____ Collection time: _____

- By an authorised person**
Please complete this part and attach a copy of your HKID card / passport if you wish to authorise a person to collect your certificate on your behalf.

Name of authorised person:
(with surname first, in BLOCK letters) _____

HKID / Passport no. of authorised person: _____

Contact number of authorised person: _____

- By SF Express (courier)**
*Please provide **clear and accurate address** below and return the completed form with payment proof of HK\$50 (by FPS no.103266565) to the related Secretariat staff via email. *The College bears no responsibility for any loss or damage to the documents during postal delivery.*

Name	
Address	