

**1) Personal Details – all fields are compulsory**

Date: \_\_\_\_\_

First Name		Gender	
Last Name		Date of Birth (dd/mm/yy)	/ /
Phone number		Email address	

**2) Exam details – STEP Exam**

<b>Exam date:</b>	<input type="checkbox"/> STEP 2 : 9 June 2022 (Thurs) <input type="checkbox"/> STEP 3 : 20 June 2022 (Mon)
<b>Exam time:</b>	3.00 – 6.00 pm (Hong Kong time)
<b>Exam venue:</b>	TBC

**3) Payment details**

These fees cover the receipt and safe-keeping of the examination papers, provision of an examination room, invigilation and all necessary correspondence and administration.

Number of paper(s)	Exam Fee for Standard Entry
	Registration deadline: 2nd May 2022 12:00 PM
1	HK\$3290
2	HK\$6580

We only accept payment by credit card. Registrations without credit card details will NOT be accepted or processed.

**Total fee: HK\$** \_\_\_\_\_

 **VISA** **Master Card**

Credit card number:

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Expiry date:

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Card holder's name: \_\_\_\_\_ Card holder's signature: \_\_\_\_\_

By signing, I hereby authorise British Council to charge the specified credit card account for the indicated amount as calculated above. I promise to pay such total subject to and in accordance with the agreement governing the use of such card. I understand the exam fees are not refundable in any circumstances.

If you need any assistance in calculating the total fee, please contact us.

**Refund Policy:** Exam fees are not refundable in any circumstances.

**4) Please return this form:**

- **By E-mail** – Completed form must be **SCANNED** and e-mailed to: [examsrequest@britishcouncil.org.hk](mailto:examsrequest@britishcouncil.org.hk)

**Disclaimer**

The British Council and the Examining Boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council's liability will be limited to the refund of the registration fee or retesting at a later date.

**For office use only Charging Instruction: Receipt Number / date:** \_\_\_\_\_