



**Business & Computing Examinations (BCE)**  
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## Certificate Replacement Form

**Candidate Full Name:** ..... **BCE Exam No.:** .....

**Centre Name:** ..... **Centre Number.:** .....

**Address:** .....

**Qualification Code:** ..... **Qualification Title:** .....

**Month & Year Exam was taken:** .....

**Reason(s) for Certificate Replacement:** *[Lost or stolen requests should be accompanied by Police Report]*

**Centre Head above reasons Confirmation Statement:** .....

*I declare that the information furnished on this form is true and complete to the best of my knowledge and belief.  
 I enclose an international bank draft of £..... addressed to Business & Computing Examinations (BCE);  
 I paid a total of ..... Receipt No..... Dated ..... to my Centre;  
 Covering both replacement and postage charges. [Charge for either Certificate or Slip replacement is £50.00;  
 Postage fee is £15.00 for UK and £45.00 for International].*

**Candidate Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Centre Head Declaration**

The above applicant is/was a learner at this Centre; Student Number .....; I have checked and witnessed the necessary attached documents to confirm reasons for Certificate Replacement.

**Full Name:** .....

**Position held:** .....

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Centre Stamp:**

*Please note:* Complete this form and ensure Centre Head signs before forwarding it to BCE London. Make sure the replacement and postage fees are covered.