



Microsoft Office Exam Enrollment Form
Microsoft Office 考試報名表格

TR/077

Code: INP16-04-2002-TR

身份資料 IDENTIFICATION

姓名 Name:	中文，以身證明文件為準			
	in Port/Eng, as stated on ID card			
	居民證 BIR <input type="checkbox"/>	其他 Other:	編號 No.:	
性別 Sex:	男M <input type="checkbox"/>	女F <input type="checkbox"/>	出生日期 Birth date:	/ / 年/月/日 YYYY/MM/DD
電話 Tel:			傳真 Fax:	
電子郵件 Email:	(正楷填寫 in block letter)			

中學生及大學生，請註明 Secondary School & University Students, please indicate:

學校名稱 School Name:		學生證編號 Student ID No.:	
-------------------	--	-----------------------	--

考試 EXAM

名稱 Title	<input type="checkbox"/> Word	<input type="checkbox"/> Excel	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Access	<input type="checkbox"/> Outlook
版本 Version	<input type="checkbox"/> Office 2013		<input type="checkbox"/> Office 2016		
語言 Language	<input type="checkbox"/> 中文 Chinese		<input type="checkbox"/> 英文 English		
級別 Level	<input type="checkbox"/> 基本級 Specialist /Core Level		<input type="checkbox"/> 專業級 Expert Level		
預約日期及時間 Appointment Date & Time	<input type="checkbox"/> 20/01/2019	<input type="checkbox"/> 21/04/2019	<input type="checkbox"/> 21/07/2019	<input type="checkbox"/> 27/10/2019	
	<input type="checkbox"/> 17/02/2019	<input type="checkbox"/> 19/05/2019	<input type="checkbox"/> 18/08/2019	<input type="checkbox"/> 24/11/2019	
	<input type="checkbox"/> 24/03/2019	<input type="checkbox"/> 30/06/2019	<input type="checkbox"/> 22/09/2019	<input type="checkbox"/> 15/12/2019	
考試時間 Exam Time	10:00 AM				
考試費用 Exam Fee	MOP 650 (或適用於持續進修發展計劃)				

預約日期及時間 (團體) Appointment Date & Time (Group)	
--	--

注意事項 Important Notes :

1. 支票須在銀行過數後/信用卡付款須在信用卡中心批核後，報名方可作實。
Enrollment is confirmed only after the cheque has been cleared by the bank or credit card transaction approved by the card center.
2. 本中心保留取消考試或更改考試安排的權利，而不須作事前通知。
CPTTM reserves the right to cancel the exam or alter exam arrangements without prior notice.
3. 除非是本中心取消考試或更改考試安排，已繳費用概不退還。辦理退款時，請攜同有關收據。
Fee paid is non-refundable, unless the exam has been cancelled or exam arrangement changed by CPTTM. For refund, please bring along the receipt.
4. 如果以信用卡付款，退款將只會直接存入持卡人的信用卡戶口，恕不能透過現金或其他方式支付。
If payment is made by credit card, the refund will only be done by a direct credit to the cardholder's credit card and not by any other means (such as cash).
5. 考試時間及確認資料將以電郵方式通知考生。
Exam time and confirmation will be sent to candidate via email.

*** 本人已閱讀並同意上述「注意事項」。 I have read and accepted the "Important Notes" stated above. ***

報考人簽名 Candidate's Signature: _____

日期 Date: / /



Microsoft Office Exam Enrollment Form
Microsoft Office 考試報名表格

TR/077

Code: INP16-04-2002-TR

以郵寄或傳真方式報名專用 FOR THE USE OF ENROLLMENT BY MAIL/FAX ONLY

信用卡繳費指示 Credit Card Payment Instruction:			
信用卡類別 Type of Credit Card:	<input type="checkbox"/> Master Card	<input type="checkbox"/> Visa	
銀行名稱 Bank Name:			
持卡人姓名 Cardholder's Name:			
信用卡號碼 Card Number:		CVC2/CVV2**:	
有效日期 Expiry Date:	/ (月/年 MM/YY)		
簽帳金額 Amount To Be Charged:	澳門幣 MOP		
持卡人簽名 Cardholder's Signature:			

** CVC2/CVV2 是位於信用卡背後、簽名方格內號碼的最後三個數字。
CVC2/CVV2 is the last three digits of the number listed in the signature panel on the back of the card.

此欄由本中心填寫 FOR CPTTM USE ONLY

現金 Cash <input type="checkbox"/>	支票 Cheque <input type="checkbox"/>	信用卡 Credit Card <input type="checkbox"/>	收據編號 Receipt No.:
經辦人 : Handled by :			
考試管理員覆核: Reviewed by Exam Administrator:	備註 Observation:		
證書 Certificate:	編號 No:	沒證書 No certificate <input type="checkbox"/>	

報名地點 ENROLLMENT LOCATIONS

總辦事處 Head Office	澳門上海街 175 號中華總商會大廈七樓 Rua de Xangai, 175, Ed. ACM, 6th Fl., Macau Tel: (853) 2878 1313 Fax: (853) 2878 8233
成衣技術匯點 House of Apparel Technology	澳門漁翁街海洋工業中心第二期十樓 Rua dos Pescadores, Ed. Ind. Ocean, Fase II, 10 andar, Macau Tel: (853) 8898 0701 Fax: (853) 2831 2079
數碼匯點 Cyber-Lab	澳門馬統領街廠商會大廈三樓 Rua Comandante Mata Oliveira, Ed. Asso. Ind. 3 andar Macau Tel: (853) 8898 0601 Fax: (853) 2837 3085
網址 Website: http://www.cpttm.org.mo/qualification	電子郵件 E-mail: training@cpttm.org.mo