



LONDON CENTRE *of* MARKETING

REQUEST FOR REPLACEMENT CERTIFICATE



Tel: +44 20 8385 7766

Fax: +44 20 8385 7755

Buckingham House East, Stanmore, Greater London HA7 4EB

Website: www.lcmuk.com

E-mail: info@lcmuk.com

REQUEST FOR REPLACEMENT CERTIFICATE

Guidelines:

If you would like to request a Replacement Certificate, please return the completed form along with the Replacement Fee of GBP 20.00 (Pounds Sterling Twenty only) per level to the following address:

London Centre of Marketing
The Commercial Director
Buckingham House East
Stanmore, Greater London
HA7 4EB

The Fee must either be paid by Bankers draft made payable to “London Centre of Marketing” or Postal order. The Replacement Certificate Fee is NOT Refundable or Transferable.

Details:

London Centre of Marketing Candidate Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
First Name							Middle Name	
Surname								

Centre Name	
Centre Number	
Programme Name	
Replacements Required	

Reason for Request (please tick as appropriate)			
Stolen	<input type="checkbox"/>	Destroyed (eg fire/flood)	<input type="checkbox"/>
Lost	<input type="checkbox"/>		

Details: (continued)

Please explain briefly how your certificates were stolen/destroyed/lost:

Documentation

Documentation to verify your claim must be submitted for your request to be processed (please tick as appropriate):

- Police Report
- Letter From Centre
- Insurance Claim

Proof of Identity

A copy of one of the following has been included (please tick as appropriate):

- Passport
- National ID
- Driving License

I confirm that the information supplied on this form is accurate and complete.

Signature Date

Signature/Stamp of Centre



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