

### Personal Data Amendments Form

The decision of the data change approval is at the sole discretion of the Examination Board.  
If the candidate is below 18 years as of now, the parent/guardian should fill out this form on behalf of the student.

#### Section 1: Details of the Candidate

Examination Body: ..... Examination Series: .....  
 Examination Level: ..... Candidate Number: .....  
 Centre Number: ..... School Name: .....  
 Contact Number: ..... Email ID: .....  
 Candidate Full Name: .....  
 .....  
 .....

#### Section 2: Identity Verification Details

Please (✓) the selected option

With the data amendment request to alter the name, date of birth or gender of the candidate, I have provided a valid ID document stated below:

Passport ☒ Sri Lankan Postal ID ☒ NIC ☒ Birth Certificate ☒

#### Section 3: Details of the Document that Requires an Amendment

Please (✓) the selected option.

Document/s to be Amended	Statement of Entry	Provisional Statement of Results	Certificate
<b>Data to be Amended</b>	a) Name	b) Date of Birth	c) Gender
	e) Other	d) Child Pickup	

Other-please specify: .....

Incorrect data as it appears on the present document

#### Section 4: Details to be Re-entered (correction)

a) Full Name: (Character limit is 60, including spaces)


b) Date of Birth: DD/MM/YYYY

c) Gender (M/F): .....

d) **Child Pick Up Details** (If your child is below 18 years, parent or guardian has to fill this section)

Relationship to the child: Parent ☒ Guardian ☐

Name of the parent/guardian: .....

NIC No/Passport No: ..... Email ID: .....

Contact No: (Mobile) +94 ..... (Land) +94 .....

I confirm that the person/s mentioned below is authorized to collect the child at the end of the examination, and that he/she is over 18 years old.

Full Name: .....

NIC/Passport Number: ..... Contact Number (Mobile) +94 .....

Full Name: .....

NIC/Passport Number: ..... Contact Number (Mobile) +94 .....

#### Section 5: Guidelines to be Followed

- It is **MANDATORY** that the personal details entered above are accurate and compatible with the details mentioned on the valid ID that you will provide on the day of the examination.
- Data amendments submitted after the 10<sup>th</sup> June 2022 will be subject to an “amendment fee “of LKR 12,900/- per change.
- Only spelling changes will be accepted by the exams board and will not accept any addition to the registered name.
- Data amendment requests submitted after receiving the certificate for the mentioned series should be supported by a valid identification document (passport, NIC, birth certificate) with an English translation.
- Please fill out this form and email it along with the required documents to [info\\_assessments@lyceum.lk](mailto:info_assessments@lyceum.lk) (subject line: Personal Data Entry Amendments).

#### Section 6: Declaration

I hereby declare that the information provided is true and correct.

.....  
Candidate/Parent/Guardian Signature Date

#### Section 7: Official Use Only

I have checked and accepted the form for personal data amendments

Reference No: .....

.....  
Name of the LYA Staff Member Signature Date Time