

Data amendment requests to amend the name, date of birth or gender of the candidate and any UCI merge requests **should be accompanied with a valid ID document** stated below:

- Passport
- English translated birth certificate
- Sri Lankan new smart NIC (name should appear in English)

Important:

- Data amendments submitted after the local data change deadline for a particular exam series will be subject to a “amendment fee “of LKR 13,100.00
- Only spelling changes will be accepted by the exams board and will not any addition to the registered name.
- Data amendment requests submitted after receiving the certificate for the mentioned series should be supported by a copy of the passport and English translation of the birth certificate translated by a sworn translator.

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Candidate Signature

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Date

Privacy Notice

British Council will use the information that you are providing in connection with processing your application. The legal basis for processing your information is agreement with our terms and conditions of application.

We may need to pass this information on to the relevant examining body.

British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. For detailed information, please refer to the privacy section of our website, www.britishcouncil.org/privacy or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection.

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Office use only

This is to confirm that I have checked and accepted the form for processing.

Name of the Customer Services Officer:

Signature: Date:

Receipt Number: