



## REQUEST FORM FOR EXTENSION OF LIBRARY MATERIALS LOAN PERIOD

Name: \_\_\_\_\_ Student/Membership No: \_\_\_\_\_

Contact No: \_\_\_\_\_

I would like to request for extending the loan period of the following book(s) for 7 days with details as follows:

Code	Name of book	Borrow Date	Initial Due date

Please send the confirmation by: (please choose one of the following modes)

Fax      Fax number: \_\_\_\_\_

Email      E-mail address: \_\_\_\_\_

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

### Notice to students:

- Please note that loan period of items borrowed can only be extended once for 7 days.
- To avoid late charges, please return the borrowed items to ACCA Hong Kong library on or before the extended due date.
- Loan period can be extended either in person, via email to [students@hk.accaglobal.com](mailto:students@hk.accaglobal.com) or by fax to 2868 4909 three days before the due date. A confirmation will be sent to you upon receipt of your request confirming the extended loan period. No extension is guaranteed if you do not receive our confirmation.
- If you do not receive the confirmation before the initial due date, please contact ACCA HK office at 2524 4988 for assistance.
- Loan period extension is not allowed for library material(s) which is/are initially borrowed during the period from 15 April to 15 June and 15 Oct to 15 Dec (all dates inclusive).
- Library services will be suspended from any library users who fail to comply with Library Regulations.

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The Association of Chartered Certified Accountants 特許公認會計師公會