



(FOR HSSC)

FEDERAL BOARD OF INTERMEDIATE AND SECONDARY EDUCATION

H-8/4 ISLAMABAD

ISO CERTIFIED (FM-QSP/11-02-00)

APPLICATION FORM FOR CORRECTION IN NAME/PARENTAGE/GENDER/PICTURE ETC.

Part-I (to be filled in by the candidate)

Name: _____ Father's Name: _____

Examination Passed SSC-I/SSC-II, Annual/ Supplementary, Year _____ Roll No : _____

HSSC Registration No: _____ HSSC-I / HSSC-II Annual / Supplementary,

Year _____ Roll No : _____ Name of Institution _____

CORRECTION REQUESTED: NAME / PARENTAGE/ GENDER /PICTURE (TICK ✓ WHICHEVER IS APPLICABLE)

FROM

TO

(Name)

(Father's Name)

Stage of the error occurred: _____

Bank Challan/Bank Draft. No. _____ dated _____ amounting to Rs/US\$ _____

is attached.

Signature of the Applicant _____

Address _____

Functional WhatsApp No. _____

E-Mail Address: _____

Part-II (to be filled in by the Institution)

No. _____ dated: _____

Certified that Mr/Miss _____ S/O, D/O _____

- i) is/ was a bonafide student of this institution.
- ii) His/Her case for correction in Name/Parentage/Gender/Photograph is submitted alongwith following documents **duly attested**:-
 - (a) Copy of the SSC Registration Card/Result Card/Certificate issued by the Board, in case the candidate passed his/her Examination from any other Board, verified copy of the SSC Result Card or Certificate from concerned Board must be provided.
 - (b) Copy of HSSC Registration Card/Result Card/Certificate duly attested
 - (c) New Photograph and Form "B"/SSC Result Card (in case of correction of photograph/gender)

Stamp of the Head of Institution

**Name & Signature
of the Head of Institution**

Note: Please submit correction case at HSSC level simultaneously with correction case at SSC level (In case SSC &HSSC are from FBISE Islamabad)

Please read instructions overleaf

INSTRUCTIONS

1. The request for correction of transcribing error in Name/Father's Name/Gender/Photograph of a candidate may be considered on submission of an application on the prescribed Proforma duly recommended by the Head of concerned Institution in case of regular candidate(s) and from Class-I Gazetted Officer in case of Private and those candidates who shifted to Pakistan from Institutions Abroad, along with prescribed fee and provision of following documents to the satisfaction of the Board:

- a. Attested copy of the SSC Registration Card/Result Card/Certificate issued by the Board, in case the candidate passed his/her Examination from any other Board, verified copy of the SSC Result Card or Certificate from concerned Board must be provided.
- b. Attested copy of HSSC Registration Card/Result Card/Certificate duly attested
- c. New Photograph and Form "B"/SSC Result Card (in case of correction of photograph/gender)

2. Board mistake shall be corrected without fee within one year of the issuance of Registration Card/Result Card/Certificate, where after, fee shall be charged as per schedule.

3. Special children (physically handicapped, deaf and dumb, blind etc) are exempted from all sorts of fee payable to the Board.

4. Case Processing Fee as per schedule given below which is subject to revision from time to time will be charged at HSSC level:-

- i. Rs. 2500/-(Inland)/US \$ 55/- (Abroad) within three (03) years of passing HSSC examination.
- ii. Rs. 5500/-(Inland)/US \$ 160/- (Abroad) after three (03) years of passing HSSC examination.
- iii. Request for Correction after six years of passing HSSC examination will be entertained on additional Payment of Rs.500/- Inland)/US \$ 10 (Abroad) per annum over and above the aforementioned prescribed fee as at para 4 (ii).

Note:

- 1. Any request for correction found incomplete in any respect shall not be entertained.**
- 2. Complete case for any correction must be submitted within three months after fee is remitted. Thereafter fresh fee will be charged.**
- 3. Fee once deposited will not be refunded being case processing fee.**