How to complete your Electronic S Form

Please remember to check all entry details.

Form S - registration, results and dated entry submission

Please use each cell where available

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<th>Centre number</th>
<th>Sub</th>
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**All six digits must be entered here. You must fill in this box. This is made up of the scheme / programme number (4 digits) and the complex number (2 digits).**

Please fill in this box if you have the data available.

Please fill in this box with codes if needed.

You must only tick one box on each form. If more than one box is ticked, we cannot know which transaction you mean or need.

Please write the name as you wish it to appear on the certificate, with your first or family name in the order required.

When submitting results for candidates please remember to put in the grade. This is normally 'p' for international.

When making a dated entry for a set exam please remember to put the component or paper number so we know which question papers to send you.

I confirm that the above candidates are entered in line with City & Guilds regulations

Your signature: ___________________________ Page _______ of _______ Date _______

If you have any questions about how to fill in this form, please phone Customer Support on +44 (0)20 7214 2717.

Please type your name in the signature box

Please make sure the information here is the same as any previous entry for the same candidate. Anything different will either give the candidate a new ENR, or reject them!