



REQUEST FOR REPORT OR ASSESSMENT COPY

1. Contact your campus admin
2. Pay **HK\$200** administrative fee to our bank account below:
 - (a) By **Cheque** payment make the cheque payable to “The International Montessori Education Foundation Ltd” and bank it in to our bank account below
 - (b) By **Bank Transfer**: Please type our bank account name as “The INTL Montessori Edu Found Ltd.” if you are required to do so.
 - a. Bank Name: SHANGHAI COMMERCIAL BANK LTD.,
 - b. Bank Address: 12 QUEEN’S ROAD, CENTRAL, HONG KONG
 - c. Bank Code: 025
 - d. Swift Code: SCBKHKHHXXX
 - e. Bank Account Name: THE INTL MONTESSORI EDU FOUND LTD
 - f. Account No.: 328-82-42430-7
4. Scan the bank confirmation slip and email your request to us.
5. A PDF copy of the Report will be sent to you by email within two weeks once payment is confirmed.