

Ref: 2022.09

授權書

重要提示

任何未能親身領取下列 證書 / 文件之人士，可填寫及簽署本授權書以授權他人代領，但代領人於取件時必須出示本授權書、授權人的香港身份證副本和代領人的香港身份證供核實之用。

**請將不適用者刪去*

本人 _____，現授權 _____ *先生 / 女士 (香港身份證號碼： _____) 代為領取本人的

- 課程證書 (請註明課程名稱： _____)。
- 其他文件 (請詳細註明： _____)。

授權人簽署： _____ 聯絡電話： _____ 日期： _____

Authorisation Letter

Important Notes

Anyone who cannot collect the following documents in person may authorise a representative to collect them on his / her behalf by completing and signing this authorisation letter. The authorised representative must **present this letter, the authoriser's copy of Hong Kong identity card and the authorised representative's Hong Kong identity card** for verification when collecting the documents.

**Delete where inappropriate*

I, _____, authorise *Mr / Ms _____, holder of Hong Kong identity card no. _____, to collect the following document(s) on my behalf:

- Certificate (Please specify the course title: _____).
- Other document(s) (Please specify: _____).

Authoriser's signature: _____ Contact phone no.: _____ Date: _____