

授權書

Ref:2010.01

重要提示

任何未能親身領取下列證件/ 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。

如授權他人代領「領隊證」或「導遊證」的續證者，請謹記同時把舊證轉交代領人交還議會。

**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

「領隊證」、「領隊小錦囊」、「外遊領隊作業守則」及其他有關資料。

「導遊證」、「導遊作業守則」及其他有關資料。

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：_____

Authorization Letter

Important Notes

Anyone who cannot collect the following documents in person may authorize a representative to collect them on his / her behalf by completing and signing this authorization letter. The authorized representative must **present this letter, copy of HKID card of the authorizer and the authorized person's HKID card** for verification when collecting the documents.

Applicants for the Tour Escort or Tourist Guide Pass renewal are reminded to **return the old Pass through the authorized representative** as well.

**Delete where inappropriate*

I, _____, authorize *Mr / Ms _____, holder of

HKID Card no. _____, to collect the following document(s) on my behalf:

Tour Escort Pass, "Handy Tips for Tour Escorts", "Code of Conduct for Outbound Tour Escorts" & other relevant information.

Tourist Guide Pass, "Code of Conduct for Tourist Guides" & other relevant information.

Certificate (Please specify the course title: _____).

Other document(s) (Please specify: _____).

Authorizer's signature: _____ Contact tel. no.: _____ Date: _____