

AUTHORIZATION LETTER FOR REDEMPTION

To Whom It May Concern,

I, _____ (*ENGLISH NAME*) _____ (*CHINESE NAME*), the undersigned holder of _____ (*Name of Institute*) _____ (*Student ID / Staff ID / HKID*) hereby authorized _____ (*ENGLISH NAME*) _____ (*CHINESE NAME*), holder of (*HKID Number*) _____ to act on my behalf to pick up notebook & items for my personal usage for the order (*Sales Memo Number*) _____.

Yours faithfully

Signature

Full Name: _____

Contact number: _____

Date: _____

Documents Required Check List:

- Original Sales Memo or Printed Order Confirmation Email **AND**
- Authorization Letter **AND**
- A copy of Customer's Student / Staff ID card / Alumni Identity Documents **AND**
- HKID card of the agent for identity verification
- Original Copy of Bank-In Receipt / ATM Payment Slip (For Bank-In Payment / ATM Payment Transfer)