**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