

---

## Authorization Letter

Date: \_\_\_\_\_

Caritas Institute of Higher Education / Caritas Bianchi College of Careers

Dear Sir / Madam,

I, \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*(full name) (student number) (programme Title)*

hereby authorize \_\_\_\_\_ / \_\_\_\_\_  
*(name of the person) (HKID or Passport no.)*

to collect on my behalf the \*award certificate / attendance certificate / transcript / certification letters / others: \_\_\_\_\_.

A photocopy of my \*Student ID Card / HKID Card / Passport is attached for your verification and it will be returned to my representative after inspection.

My representative understands that he / she would be required to produce his / her HKID card or passport for identification and record purpose when collecting the said document for me.

I also confirm that my representative shall have the authority to sign for acknowledgement of the receipt of the said document. I understand that I shall be fully responsible for the undelivery, if any, of the said document from my representative.

Yours faithfully,

\_\_\_\_\_ (signature)

*\* Please delete where inappropriate*