**Authorization Letter for Redemption**

To Senco-Masslink Technology Limited,

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(ENGLISH FULL NAME) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(CHINESE FULL NAME) the undersigned holder of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Institute) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student ID / Staff ID / HKID) hereby authorized \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(ENGLISH FULL NAME) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(CHINESE FULL NAME), holder of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (HKID number) to act on my behalf to pick up the purchased item for my personal usage for the order \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Order Number).

I confirm that my representative shall have the authority to sign for acknowledgement of the receipt of the said item. I understand that I shall be responsible for the non-delivery, if any, of the said item from my representative.

Yours faithfully,

 (Signature)

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| Full Name: |  |
| HK Contact Number: |  |
| Date: |  |

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# Required Documents for Collection:

1. ***Collection email with Order Reference Number &***
2. ***Copy of Customer’s Student Card / Staff Card / HKID &***
3. ***Original of this Authorization Letter &***
4. ***HKID Card of the Agent for identity verification***