

Authorization Letter

To Whom It May Concern,

I, CHAN Tai Man, the undersigned holder of HKUST Student/Staff ID 08123456 hereby authorized LEE Siu Ming, holder of HKID number X123456(7) to act on my behalf to process the HKUST notebook ownership program 2009 verification and/ or pick up the refund cheque.

Yours faithfully

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Signature

Full name: CHAN Tai Man

Contact number: 9123 4567

Date: Nov 18, 2009

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Documents Required Check List:

- Authorization Letter (this letter)
- A copy of HKUST Student ID / Staff ID / Proof of Alumni
- The pickup person's HKID Card for verification