

**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 the notebook &

items for my personal usage for the order \_\_\_\_\_ (Sales Order 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)

For any enquiries about the collection of personal information, please refer to the Personal Information Collection Statements on [https://www.moss.com.hk/s/store/MOSS\\_PUBLIC/generic/en\\_US/itf/privacy](https://www.moss.com.hk/s/store/MOSS_PUBLIC/generic/en_US/itf/privacy).