

授權領取學業證明文件 (如適用)
Authorisation for the Collection of Academic Document(s) (If applicable)

致：明愛胡振中書院
校務處

由於本人未能親身前來領取學業證明文件，本人_____

(香港身分證號碼_____) 欲委托 _____ 先生/女士/小姐*

(香港身分證號碼_____) 代為領取本人的學業證明文件。

To: General Office
Caritas Wu Cheung-chung College

Since I cannot collect the academic document(s) in person, I, _____

(HKID No. _____) would like to authorise Mr/Ms/Miss* _____

(HKID No. _____) to collect the academic document(s) on my behalf.

* 請刪去不適用者。Please delete whichever is inappropriate.

申請人簽名：	_____
Applicant's Signature:	_____
申請人姓名：	_____
Applicant's Name:	_____
香港身分證號碼：	_____
HKID Card No.:	_____
日期：	_____
Date:	_____

重要事項

Important Notes:

當領取學業證明文件時，受托人必須出示及提交以下文件以作核對：

The authorised person must produce the following documents for verification when collecting the academic document(s):

- (i) 經申請人所填寫及簽署之「授權領取學業證明文件」表格
"Authorisation for the Collection of Academic Document(s)" signed by the applicant
- (ii) 申請人之香港身分證副本；及
A photocopy of applicant's HKID card; and
- (iii) 受托人之香港身分證/護照
HKID card/passport of the authorised person

如受托人未能出示及提交以上所述之文件以作核對，校務處將拒絕把申請人之學業證明文件發給該受托人。

The School General Office will withhold the applicant's academic document(s) if the authorised person cannot produce all the above required documents for verification during collection.