

Letter of Authorisation

To: CPCE Student Affairs Office (CSAO)

Dear Sir / Madam,

I, (applicant's full name) _____,
authorise Mr. / Ms.* _____ (HKID Card No.: _____)
to collect my official Co-curricular Achievement Transcript carrying the following personal
particulars:

Applicant's Full Name (in English): _____

Applicant's Student ID Number: _____

A copy of my HKID card is attached for verification purpose.

Thank you for your attention.

Yours faithfully,

Signature of Applicant: _____

Date: _____

(faxed / photocopied signature is not accepted)

**Please delete as appropriate*