

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*