

The Hong Kong Chartered Governance Institute Authorisation Letter for Collection of Certificate

To: The Hong Kong Chartered Governance Institute

I, _____, holder of membership / HKID / Passport no.* _____,
(full name of member)

authorise _____, holder of HKID no. _____
(full name of authorised person)

to collect the certificate on my behalf.

I have read and agreed of the following notes relating to the collection of my certificate:

- A photocopy of my membership card / HKID / Passport must be provided to HKCGI Secretariat staff for verification and it will be returned to my representative after inspection.
- My representative understands that *he / she will be required to present *his / her HKID card for identification and record purpose when collecting the certificate for me.
- A printed copy of the completed authorisation letter must be presented and will be collected by the Secretariat.
- My representative would not be able to collect my certificate on my behalf if in the absence of any of the above document(s) and this signed authorisation letter.

** Please delete as appropriate*

Signature of Member: _____

Date: _____