

**The VTC Graduation Ceremony 2024**  
**二零二四年度職業訓練局畢業典禮**

Letter of Authorization

授權書

To : Vocational Training Council

I hereby authorize \*Mr/Miss/Ms \_\_\_\_\_ (HK Identity Card No. \_\_\_\_\_ ) to collect academic gown and/or documents related to graduation during the period from 11 to 15 November 2024 on my behalf and understand that \*he/she will be required to present \*his/her identity card for checking, late collection will not be allowed. A photocopy of my identity card, \*the payment receipt(s) and reply confirmation are also provided for your verification.

本人現授權 \_\_\_\_\_ \*先生 / 小姐 / 女士 ( 香港身份證號碼 \_\_\_\_\_ ) 代表本人於2024年11月11日至15日期間在本人所就讀的院校領取畢業禮袍一件及/或其他相關畢業文件；亦明白受託人須出示其身份證明文件以供查核，並且逾期領取將不獲受理。隨函並附上本人的身份證副本，\*入數收據及回覆確認，以供查閱。

Please note that the representative must be at least 18 years old.  
請注意受託人必須年滿十八歲。

Signature of Graduate:

畢業生簽署：

\_\_\_\_\_

Name of Graduate:

畢業生姓名：

\_\_\_\_\_

Graduate's HKID Card No.:

畢業生香港身份證號碼：

\_\_\_\_\_

Graduated Programme Code:

畢業課程編號：

\_\_\_\_\_

Date:

日期：

\_\_\_\_\_

\* Please delete where inappropriate.

請劃去不適用者。

For CS use only

此欄由學院秘書處填寫

The identities of the graduate and \*his / her representative have been verified.

已核對畢業生及其受託人的身份證明。

Date

日期

Signature of Responsible Staff

負責職員簽署