

EXTENDED NON-MEANS-TESTED LOAN SCHEME (ENLS)
AUTHORISATION (FOR COLLECTION OF CHEQUE(S))

If the applicant is unable to collect his/her cheque(s) at the Student Finance Office in person, he/she may authorise a person to do so on his/her behalf. Please read the following notes carefully before completing this form:

1. To protect the applicant's interest, please observe the following points:
 - (a). The authorised person must have attained 18 years of age.
 - (b). Select the authorised person carefully. A close relative is preferred.
 - (c). Do not sign on the authorisation form if the particulars of the authorised person are left blank.
 - (d). The Approval Letter is a very important document which should not be left in possession by someone else under normal circumstances. Moreover, it is at the applicant's risk to authorise a person to collect the cheque(s).
2. Any addition, deletion or alteration to the information must be signed by the applicant with the same signature on this form. This authorisation form should be duly completed with a permanent black or dark blue ball pen.
3. **When the authorised person collects the cheque(s), he/she has to produce the following documents (a) and (b) and submit the following documents (c) and (d).**
 - (a). **His/Her HKID card;**
 - (b). **The original Approval Letter sent to the applicant;**
 - (c). **The photocopy of the applicant's HKID card (The applicant should sign beside the image and the signature should be identical to that on this authorisation form); and**
 - (d). **The duly completed authorisation form.**
4. For enquiries about the authorisation for collection of cheque(s), please contact the Payment Unit (ENLS) of the Student Finance Office at 2150 6220 during office hours.

Please fill in the followings.

Authorisation Form	
<p>The applicant <i>(Name of the applicant)</i> _____ hereby authorises <i>(Name of the authorised person)</i> _____ to collect the cheque(s) under the ENLS of (i) the approval number of _____ and (ii) the loan instalment no(s). of _____, in (iii) the total amount of HK\$ _____ and/or AUD/GBP/USD _____.</p>	
Signature of the applicant: _____	Signature of the authorised person: _____
HKID Card No. of the applicant: _____	HKID Card No. of the authorised person: _____
Contact No. of the applicant: _____	Contact No. of the authorised person: _____
Date: _____	Date: _____