

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

If you are unable to collect the cheque at the Student Finance Office in person, you may authorise a person to do so on your behalf. Please read the following notes carefully before completing this form:

1. To protect your own interest, please observe the following points:
 - (a) The authorised person must have attained 18 years of age.
 - (b) Select your authorised person carefully. A close relative is preferred.
 - (c) Do not sign on the form if the particulars of the authorised person are left blank.
 - (d) The Approval Letter and other required documents are important documents. It must be handled with care and should not be left in someone else's possession under normal circumstances. Therefore, it is at your own risk to authorise a person to collect the cheque on your behalf.
2. This authorisation form should bear your original signature.
3. The authorised person should provide his/her HKID Card, the original Approval Letter and a photocopy of the applicant's HKID Card. You should sign and certify true copy on the photocopy of your HKID card. If you can only provide the photocopy of the Approval Letter, you should also sign and certify true copy on it.
4. Any amendments including addition, deletion or alteration must be certified by you by signing against each of the amendment.

AUTHORISATION FORM

I, _____ (*Applicant's Name^*), holder of Hong Kong Identity Card No. _____ () hereby authorise _____ (*Name of Authorised Person^*), holder of Hong Kong Identity Card No. _____ () to **collect loan cheque(s)** for *** Instalment 1, 2, 3, 4, 5 and 6** of total amount HK\$_____ and / or #foreign currency _____ (*if applicable*) for the Extended Non-means-tested Loan Scheme 2020/21 from the Student Finance Office on my behalf.

Applicant's Signature : _____

Date : _____

^ Please write your name as recorded in your Hong Kong Identity Card.

+ Please specify instalment number and amount of the cheque(s) concerned

Please specify currency code, e.g.: AUD, GBP, USD. Please refer to page 33 of the Application Guidance Notes for the commonly used currency codes.

Should you have any enquiries on the Extended Non-means-tested Loan Scheme regarding the matters of cheque(s) collection by an authorised person, please call the hotline of the Payment Unit during office hours at 2150 6220.