



**STUDENT FINANCE OFFICE**  
**WORKING FAMILY AND STUDENT FINANCIAL ASSISTANCE AGENCY**  
**EXTENDED NON-MEANS-TESTED LOAN SCHEME (ENLS)**

**AUTHORISATION (FOR SUBMISSION OF APPLICATION)**

**If the applicant is unable to submit his/her loan documents and other required documents to the Student Finance Office ('SFO') 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 loan documents and other required documents are very important documents. They must be handled with care and should not be left in possession by someone else under normal circumstances. Therefore, it is at the applicant's risk to authorise a person to submit the documents.
2. Please write the names of the applicant and authorised person in the same order as recorded in the Hong Kong Identity ('HKID') Card.
3. This form should be completed in BLOCK letters. Any addition, deletion or alteration to the information must be counter-signed by the applicant or authorised person, whoever has made the amendments, using the same signature(s) on this form. The applicant's signature on this form should be identical to that on the "Undertaking".
4. When the authorised person submits the documents, he/she has to produce the HKID Card for verification.
5. The acceptance of an authorisation does not preclude the possibility that the applicant may be required to attend in person upon the request by the SFO.
6. For enquiries about the ENLS, please contact the SFO at 2150 6223 during office hours.

**AUTHORISATION FORM**

1. The applicant \_\_\_\_\_ (*Name of the applicant*) hereby authorises  
\_\_\_\_\_ (*Name of the authorised person*) to submit the loan documents and other required documents for the loan application under the Extended Non-means-tested Loan Scheme for 2020/21 academic year to the SFO.

2. The authorised person hereby provides the following information for verification and/or contact purpose by the SFO –

Telephone number: \_\_\_\_\_

Correspondence address (Optional): \_\_\_\_\_

Signature of the applicant: \_\_\_\_\_ Signature of the authorised person: \_\_\_\_\_

HKID Card No.

HKID Card No.

of the applicant: \_\_\_\_\_ ( )

of the authorised person: \_\_\_\_\_ ( )

Date: \_\_\_\_\_

Date: \_\_\_\_\_