

## 授權書

Ref: 2021.11

### 重要提示

任何未能親身領取下列證件 / 證書 / 文件之人士，可填寫及簽署本授權書以授權他人代領，但代領人於取件時必須出示本授權書、授權人的香港身份證副本和代領人的香港身份證供核實之用。

如授權他人代領「領隊證」或「導遊證」的續證者，請謹記同時把舊證轉交代領人交還議會。

*\*請將不適用者刪去*

本人 \_\_\_\_\_，現授權 \_\_\_\_\_ \*先生／女士 (香港身份證號碼： \_\_\_\_\_) 代為領取本人的

- 「領隊證」、「外遊領隊作業守則」(首次申請者適用) 及其他有關資料。
- 「導遊證」、「導遊作業守則」(首次申請者適用)、「導遊持續專業進修計劃」簡介及其他有關資料。
- 課程證書 (請註明課程名稱： \_\_\_\_\_)。
- 其他文件 (請詳細註明： \_\_\_\_\_)。

授權人簽署： \_\_\_\_\_ 聯絡電話： \_\_\_\_\_ 日期： \_\_\_\_\_

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## Authorisation Letter

### Important Notes

Anyone who cannot collect the following documents in person may authorise a representative to collect them on his / her behalf by completing and signing this authorisation letter. The authorised representative must **present this letter, the authoriser's copy of Hong Kong identity card and the authorised representative's Hong Kong identity card** for verification when collecting the documents.

Applicants for renewal of the Tour Escort Pass or the Tourist Guide Pass are reminded to **return the old Pass through the authorised representative** as well.

*\*Delete where inappropriate*

I, \_\_\_\_\_, authorise \*Mr / Ms \_\_\_\_\_, holder of Hong Kong identity card no. \_\_\_\_\_, to collect the following document(s) on my behalf:

- Tour Escort Pass, "Code of Conduct for Outbound Tour Escorts" (only for first-time applicants) & other relevant information.
- Tourist Guide Pass, "Code of Conduct for Tourist Guides" (only for first-time applicants), "Brief Introduction to the Continuing Professional Development Scheme for Tourist Guides" & other relevant information.
- Certificate (Please specify the course title: \_\_\_\_\_).
- Other document(s) (Please specify: \_\_\_\_\_).

Authoriser's signature: \_\_\_\_\_ Contact phone no.: \_\_\_\_\_ Date: \_\_\_\_\_