



Authorisation for Collection of EdU Card

Hotline: 2948 6601

Fax: 2948 6520

Notes:

- (1) This form is only applicable to staff and students who cannot collect the EdU Card in person.
- (2) The completed form should be returned to OCIO IT Help Desk by the authorised person directly.
- (3) Please prepare a photocopy of the staff/student's HKID and the true copy of the authorised person's HKID for verification.
- (4) Personal Information Collection Statement and Privacy Policy Statement:
The information collected from you will be used to process your request as stated in this form. Please note that it is mandatory for you to provide the personal data required or we might not be able to process your request. Your personal data will not be transferred to outside parties and will be kept up to 6 months (unless stated otherwise) and purged thereafter. You have the right to request access to and correction of information held by us. Should you wish to do so, please contact OCIO at listen@ocio.eduhk.hk.
For the University's Privacy Policy Statement, please see <https://www.eduhk.hk/en/privacy-policy/>.

A. Authorisation

Name: Prof/Dr/Mr/Mrs/Ms/Miss _____
(Surname / Last Name) (Given Name / First Name)

Course ID (For students only): _____ Contact No.: _____ Staff/Student No. or Application No.: _____

I hereby authorise the following person to collect my EdU Card:

Name: _____ HKID No.:

X	X	X	X					()
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(Last 4 digits of HKID)

Signature : _____

Date: _____

For Office Use Only	
EdU Card No. : _____ Ticket No. (If any) : _____ Processed by : _____	Verified the following document: <input type="checkbox"/> Completed application Form <input type="checkbox"/> Photocopy of staff/student's HKID <input type="checkbox"/> True copy of authorised person's HKID

Collection of EdU Card	
Signature of Authorised Person	: _____
Name of Authorised Person	: _____
Date	: _____