

Important Note 重要提示

Any consignee who cannot collect the document(s)/ consignment(s) in person may authorize a representative to collect on his/her behalf by signing an authorization letter. The sample below shows the necessary information (Item 1-9) required in a valid authorization letter.

任何收件人或公司如未能亲身领取文件/货物，可签署授权书以授权他人/公司代领。

有关有效授权书所需之内容，请参照以下样本所示之需要的资料 (项目1-9)。

1

COMPANY'S LETTERHEAD 公司抬头信纸

Consignee's Information 收货人资料

Name 名称: _____

Address 地址: _____

Tel 电话: _____ Fax 传真: _____

AUTHORIZATION LETTER 授权书

ATTN: ASIA AIRFREIGHT TERMINAL CO LTD

致: 亚洲空运中心有限公司

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Shipment's Information 托运资料

AWB No. 空运提单号码:	Nature of Goods 货物种类:
Flight No. 航空班次号码:	Quantity/ Weight 数目/重量:

*I/ We, _____, hereby authorize

*本人/本公司 _____, 现授权

*Mr / Ms _____, holder of *Passport/ HKID Card no. _____

*先生/ 女士，持*护照/ 香港身份证号码

to collect the document(s)/consignment(s) as per above shipment information on *my/our behalf.

代为领取上述托运资料之文件/货物。

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We hereby declare that import license is not required and we shall take full responsibilities of above shipment.

Thank you for your attention. (*If applicable)

我们在此声明上述托运货物无需入口许可证，所有责任由我方负责。敬希垂注。 (*如适用)

Authorizer's Signature 授权人签署: _____

Authorizer's Full Name 授权人全名: _____

Title & Department 职衔及部门: _____

Date 日期: _____

Company Chop 公司印章:

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Note: In case of any dispute, Asia Airfreight Terminal Co Ltd reserves the right of final decision.

注: 如有任何争议，亚洲空运中心有限公司保留最终决定权。

*Delete where inappropriate 将不适用者删去