

**Education Bureau**  
**Secondary School Places Allocation 2019/2021**  
**Letter of Authorisation for Collecting Documents for**  
**Application for Secondary 1 Discretionary Place**

( To be completed by the Parent/Guardian )

**To: The Head of the Attending Primary School**

This is to authorise Mr/Ms \_\_\_\_\_ (holder of H.K. Identity Card/Passport No. \_\_\_\_\_) to report to you on behalf of my son/daughter \_\_\_\_\_ (Student Reference No. \_\_\_\_\_) to collect the Application Forms for Secondary One Discretionary Place and related documents.

\_\_\_\_\_ (Signature of Parent/Guardian)

\_\_\_\_\_ (Name of Parent/Guardian)

Full name in BLOCK letters

\_\_\_\_\_ (Date)

**Notes:**

- (1) **This Letter of Authorisation is to be used in case the student/parents/guardian are unable to collect the Application Forms for Secondary One Discretionary Place (Application Forms) and related documents from school in person.**
- (2) **The authorised representative should submit this Letter of Authorisation to the attending primary school, bringing along his/her original identity document and the copy of the student's identity document such as the Hong Kong Birth Certificate or the juvenile identity card for verification by the attending primary school when collecting the Application Forms and the related documents. In case of inaccuracies in the pre-printed student's particulars on the Application Forms, the authorised representative should notify the student's attending primary school immediately for amendments.**