\*\*SAMPLE AUTHORISATION LETTER\*\*

\*\* 授權書範例 \*\*

**[*USE SCHOOL LETTERHEAD*]**

[*Date*]

Mr LAU Chun-wah

Chairperson

Caput Schools Council

c/o United Christian College

11 Tong Yam Street, Tai Hang Tung

Sham Shui Po, Kowloon

Dear Mr LAU,

As duly authorised by the [Incorporated Management Committee / School Management Committee]\* by resolution, we hereby appoint you to act for us to enter into and sign the Licence Agreement (2023/24 – 2027/28 s.y.) with the Hong Kong Reprographic Rights Licensing Society Limited, a copy of which is attached hereto (the “Agreement”).

We confirm that we have reviewed and understand the Agreement and will comply with its terms.

Yours sincerely,

**[*Signature and School Chop*]**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[*Name of Principal*]

Principal

[*Name of School*]

Encl.: Schedule

*\* Delete as appropriate*

## *SCHEDULE*

PARTICULARS OF THE LICENSEE

|  |  |
| --- | --- |
| Name of Licensee (School): |  |
| Address: |  |
| Tel: |  |
| Fax: |  |
| School code: | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  | |
| Contact person: |  |