

代辦遷出手續授權書 / 代辦存取暑期行李授權書

Authorization form for Moving-out Procedure / Summer Luggage Storage or Retrieval

請在你合適的方格上打剔 Please tick the boxes below apply to you

- 本人謹此授權下列人士按退宿方案及指示代辦及處理本人退宿事宜。
I, the undersigned applicant, hereby authorize the following person to process the move-out procedure.
- 本人謹此授權下列人士按暑期行李存取方案及指示代辦及處理本人所有暑期行李之事宜。
I, the undersigned applicant, hereby authorize the following person to take care of, on my behalf, the storage or retrieval of summer luggage, according to the summer luggage storage or retrieval plan and instructions.

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|---|
| <input type="checkbox"/> 行李儲存 Luggage Storage |
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| <input type="checkbox"/> 行李取回 Luggage Retrieval |
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申請人資料 Applicant's Details :

| | | |
|------------------------|------------------------------|-------------------|
| 中文姓名 Name in Chinese : | 外文姓名 Name in Block Letters : | 學生號碼 Student No : |
| | | |
| 電郵 Email Address : | 聯絡電話 Contact Number : | 房間號碼 Room No : |
| | | |

被授權人資料 Authorized Person's Details :

| | | |
|------------------------|------------------------------|-------------------|
| 中文姓名 Name in Chinese : | 外文姓名 Name in Block Letters : | 學生號碼 Student No : |
| | | |
| 電郵 Email Address : | 聯絡電話 Contact Number : | 房間號碼 Room No : |
| | | |

注意事項 :

- 申請人須於申請時遞交以下文件：
 - 申請人及被授權人已填妥之本授權書；
 - 申請人之澳大學生證影印本；
 - 被授權人之澳大學生或附有照片的身識別文件影印本。
- 申請人於休假或離開校園前必須告知被授權人所需處理手續詳情。
- 正常情況下，被授權人應為鄭裕彤書院院生。
- 在退宿檢查時如發現任何未清理的個人物品及垃圾，被授權人須代為清理。如有任何罰款產生，則會直接從申請人的保證金中扣除。
- 在行李存取過程中不論是否因為被授權人的任何作為、不作為、失責或疏忽而導致申請人的任何物品有所損壞或遺失，校方將不予負責。
- 鄭裕彤書院辦公室將從本授權書所收得到的個人資料，只用於退宿事宜。而這些個人資料亦可在澳大內部及其他依法律規定或獲閣下授權的實體之間傳遞，以便行相關程序處理。
- 如有垂詢及遞交申請，請聯絡鄭裕彤書院辦公室。

Notices:

- The applicant should submit the following documents to CYTC upon application.
 - A completed authorization form signed by the applicant and authorized person;
 - A copy of the applicant's UM student card;**
 - A copy of the authorized person's UM student card / identification documents (with photo).**
- The applicant must inform the authorized person regarding the details of the move-out procedure before vacation or leaving the campus.



3. In normal circumstance, the authorized person should be a CYTC student.
4. If personal belongings or garbage is being found during Moving-out inspection, the authorized person is responsible to clear all of them. All generated fine will be deducted from applicant's caution fee directly.
5. UM will not be responsible for any damage to and / or loss of items belonging to the applicant caused whether by any act, omission, default or negligence of the authorized person.
6. The personal data collected in this form by CYTC will only be used for the summer luggage program and may also be transferred within UM and to entities that are in accordance with legal provision or with your prior consent, for the purpose of carrying out the related procedures.
7. For submission of application and enquiries, please contact General Office of Cheng Yu Tung College.

本人已明白並接受上述條款：

I understood and accepted the above terms and conditions.

| | | |
|------------------------|--------------------------------|------|
| 申請人簽名 | 被授權人簽名 | 日期 |
| Signature of Applicant | Signature of Authorized Person | Date |

確認知悉 Acknowledgement :

| | |
|---|------|
| 鄭裕彤書院辦公室 | 日期 |
| General Office of Cheng Yu Tung College | Date |

授權退宿需填寫以下資料 Please fill the information if you apply for the Authorization of Move-out only.

第一部份 / Part 1 辦理遷離書院方法 / Method of Move-out (請選其中一項 / Please choose one option)

- 本人自行辦理遷離書院手續 / I will process the moving out procedure by myself.
- 本人授權 / I authorize (學生證號 / Stud. No.) _____ (姓名 / Name) _____
辦理遷離書院手續 (需另交授權書) / to process the moving out procedure on my behalf. (Authorization Letter needed)

第二部份 / Part 2 領取保證金及書院費用退款方法 / Method of Collection of Caution Fee and Refund of College Fee

畢業生及交流生以現金方式自行取回保證金 / For Graduate & Exchange students, to receive the refund of caution fee by cash by myself.

本人同意將保證金和書院費 (如適用) 以自動轉帳方式存入本人在學生資訊網上登記的澳門銀行帳戶。 / I agree to credit the caution fee and college fee (if any) to the bank account that I registered on SI Web via Auto-pay.

本人授權澳大學生 / I authorize UM student (學生證號 / Stud. No.) _____ (姓名 / Name) _____ 代取保證金和書院費 (如適用) / to receive the caution fee and college fee (if any).

*請附上雙方之學生證副本及授權書。另外，代理人需在學生資訊網上填寫澳門銀行帳戶資料。 / Please attach student ID copies of both parties and the authorization letter. In addition, the authorized student should update the bank information on SI Web.

本人授權非正在就讀澳大的學生 (代理人) / I authorize non-current UM student (姓名 / Name) _____ 代取保證金和書院費 (如適用)，並以自動轉帳的方式存入代理人的澳門銀行帳戶內 / to receive the caution fee and college fee (if any) and credit to the authorized person's bank account in Macau via Auto-pay.

*請附上雙方之身份證明文件副本、授權書、代理人銀行存摺副本及需由代理人填寫的自動轉帳授權書。 / Please attach ID copies of both parties, the authorization letter, the copy of authorized person's bankbook and the Auto-pay authorization form filled by authorized person.

本人同意將保證金或書院費 (如適用) 以電匯方式存至本人在澳門以外的銀行帳戶內。 / I agree the caution fee and college fee (if any) to credit to my bank account outside Macau via telegraphic transfer. (由於你的銀行可能會收取相關的電匯服務費用，所以您所收到的退款金額可能與我們支付的有所不同 / The amount received may be different from what we paid as your bank may charge you upon receiving the telegraphic transfer.)

請提供以下的銀行資料 / Please provide the following bank information:

- a. 銀行帳戶名稱 / Bank account name : _____
- b. 銀行帳戶號碼 / Bank account number : _____
- c. 銀行名稱 / Bank name : _____
- d. 銀行地址 / Bank address : _____
- e. 銀行國際代碼 / Swift Code : _____
- f. 指定退款貨幣: 港元或美元，請確保你的銀行帳戶可接收外幣款項 / Designated Currency (Please ensure that the bank account can be received foreign remittance, HKD or USD. 如果選用美元作退款貨幣，根據銀行指引，需以英文填寫所有銀行資料 If you choose USD, please provide your bank information in English for bank advice).
- g. 銀行存摺副本 / Bankbook copy or bank statement of the bank account that shows the holder of the bank account and bank account number

*如需存至代理人在澳門之外的銀行帳戶，請填寫以上資料，並附上雙方之身份證明文件副本及授權書。 / If you would like to credit to the authorized person's bank account outside Macau, please provide the bank information above, ID copies of both parties and the authorization letter.