

Sample of Authorisation Letter

(Company Letterhead)

(Date)

To whom it may concern

RE: Jewellery & Gem WORLD Hong Kong

Letter of Authorisation

We, (Exhibitor Company Name) _____, (booth no) _____,
hereby authorise Mr. /Ms. (Full Name) _____, passport/
HKID no.: _____ or courier (courier name) _____
to collect the below items.

Please choose from the following:

- Move-in/out vehicle pass (quantity: _____ pcs)
- Forwarder Badge If you have applied online
- Exhibitor Badge

Thank you for your attention.

Yours Sincerely,

(Signature with Company stamp)