

With reference to HK Ticketing Terms and Conditions of Sale, the credit cardholder must present the credit card used for ticket purchase upon ticket collection in person and sign an acknowledgement receipt at the counter.

Cardholder who cannot collect ticket(s) in person may appoint an authorised party to collect the ticket(s). The authorised party is required to present all of the following documents* at the Box Office located at **the Performing Venue Box Office on show date** for ticket collection:

- **A letter of authorisation** signed by the credit cardholder**
(the full name and the number of an identification document must be included with the undersigned signature being the same as the one shown on the credit card copy.)
- **A photocopy of the front and back of the payment credit card**
(the front and back side should enclose the credit card number and the signature, while both information should be clearly visible)
- **The original identity document of the authorised party**
(for verification purpose)

Important Note:

*HK Ticketing reserves the right not to release tickets if any of the above documents is not available.

**Letter of authorisation will be collected by HK Ticketing via Venue Box Office as internal reference upon ticket collection.

LETTER OF AUTHORISATION

(Sample for reference only)

I, _____ the cardholder of credit card +
(Name of Credit Cardholder) (First 6 digits) (Last 4 digits)

hereby authorise, _____ of
(Name of authorised party) (First 6 Digits of HKID Card No. / Passport No.)

to collect all the ticket(s) of the following transaction on my behalf. The details of the transaction are as follows:

HK Ticketing Account No. _____ HK Ticketing Transaction No. _____

Event Title _____

Event Date & Time _____

Total Number of Ticket(s) _____

Signature by (by Cardholder) _____

Date _____

Personal Information Collection Statement

The provision of personal data in this document and during the processing of your application is voluntary. However, if you do not provide sufficient information, HK Ticketing may not be able to release tickets for the aforesaid event. HK Ticketing will not disclose/transfer any or such information to any other parties unless your consent. This authorization should be destroyed after 180 days of the event date.