To Secretariat of Hong Kong Smart Design Award

Re: Collection of Product Entries Submitted For Participation of the Hong Kong Smart Design Award 2020 (HKSDA)

This letter serves as an authorization letter for the bearer, [courier/staff] to collect the following entries of products that we have submitted for participation of the recent HKSDA 2020 on our behalf:

Company Name of Participant :	
Corporate ID No. Assigned :	
Require of Date 1st :	
Require of Date 2nd :	
Require of Date 3rd :	

Product Code(s)	Product Name(s)	No. of Items
	Total No. of Items :	

Thank you for your kind attention.

Yours faithfully

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[authorized signature with company chop]

Name of Contact Person :	
Contact phone no. :	
Contact email :	
Date :	