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*Sample Letter of Authorization*

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(Company Name / Logo / Letterhead)

To : Commissioner of Customs and Excise

**Letter of Authorization**

The Board of Directors of [the name of corporation] authorizes [name of the person], holder of \* Hong Kong Identity Card/ [Passport issuing place] Passport No.: [Hong Kong Identity Card /Passport no. of the person ], in the capacity as one of our directors, to act for and on behalf of the Company, in submitting “Cash Transaction Report” in respect of any specified cash transaction, as specified under Part 5C of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance, Chapter 615, Laws of Hong Kong, carried out in Hong Kong by the Company to the Customs & Excise Department.

Name : \_\_\_\_\_  
( *Name of the authorized signatory* )

Position : \_\_\_\_\_

Signature : \_\_\_\_\_

Company Chop : \_\_\_\_\_

Date : \_\_\_\_\_

\* delete as appropriate

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授權信樣本

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(公司名稱 / 公司標誌 / 信件抬頭)

致：海關關長

授權信

[公司名稱]的董事局現授權 [人員姓名]，\*香港身份證/[護照發出地]護照編號為 [香港身份證/護照編號]，以董事的身分代表本公司，就本公司在香港進行香港法例第 615 章《打擊洗錢及恐怖分子資金籌集條例》第 5C 部所指的任何指明現金交易，代表本公司向香港海關遞交該交易的現金交易報告。

姓名: \_\_\_\_\_  
(董事局授權簽署人士)

職位: \_\_\_\_\_

簽署: \_\_\_\_\_

公司印章: \_\_\_\_\_

日期: \_\_\_\_\_

\*請刪去不適用者

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