



## Student Residence Office – Ma On Shan (MOS) Compound Hall Resident’s Authorization Letter

As a hall resident, I’d like to make a special request to authorize the following person(s) on my behalf to:

✓ *the box on your acceptance*

|   |                     |            |            |           |
|---|---------------------|------------|------------|-----------|
| <input type="checkbox"/> Check-out                      | Room No. _____      | Hall _____ | Room _____ | Bed _____ |
| <input type="checkbox"/> Complete room moving           | Current Room: _____ | Hall _____ | Room _____ | Bed _____ |
|   | New Room: _____     | Hall _____ | Room _____ | Bed _____ |
| <input type="checkbox"/> Others (please specify): _____ |                     |            |            |           |

Details of the authorized person(s) are as follows:

Name: Mr./Ms. \_\_\_\_\_ *(up to 2 persons)*

CityUHK SID and/or HKID\*: \_\_\_\_\_

HK mobile: \_\_\_\_\_

Expected date/time for entering the MOS Compound \_\_\_\_\_ *(within 08:00 – 23:00)*

### Authorized Person(s)’ Responsibility

The authorized person(s) is required to:

- register at Security Office next to the main entrance to obtain his/her day-pass into hall;
- complete the check-out procedures on the resident’s behalf upon departure at Security Office.

### Resident’s Undertaking

1. I understand it is my obligation to have communicated with my roommate and gained his/her **prior** consent on my authorized 3<sup>rd</sup> party to pack my stuff in the room on my behalf.
2. I shall alert my authorized person(s) for correct packing of my stuff (if necessary, via real-time video-communication), complete the packing and check-out at one occasion.
3. I hereby authorize Security Office to open my room/drawer in my absence.
4. I shall be fully liable for any damage/loss caused to the University or my roommate.

Name: \_\_\_\_\_ SID: \_\_\_\_\_

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

**Email the completed form to [sro.mos@cityu.edu.hk](mailto:sro.mos@cityu.edu.hk) via your CityUHK email account  
at least 1-day before the arrival of your authorized person(s).**