



UNIVERSITI KEBANGSAAN MALAYSIA  
*The National University of Malaysia*

## AUTHORIZATION LETTER\*

**(This Authorization Letter Must Be Completed In The Event You Choose To Authorize  
Another Person To Collect The Letter/Transcript/Certificate On Your Behalf)**

Deputy Director  
Centre for Academic Management  
Universiti Kebangsaan Malaysia  
**(Attn: Ms. Najatulmuna Hamdan)**

Dear Sir/Madam,

I hereby authorize \_\_\_\_\_

Passport No: \_\_\_\_\_ Nombor telefon bimbit *di Malaysia (Mobile*

*number in Malaysia)* : \_\_\_\_\_ to collect the letter/transcript/certificate on my behalf. I am also fully understand that in any circumstances my letter/ transcript/ certificate lost or damages during this cause, I will not proceed with any claim to the University.

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

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

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

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*To be filled up by the authorized person for collection*  
**COLLECT/ RECEIVED THE ITEM OF BEHALF;**

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

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

Passport No. : \_\_\_\_\_

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

**\*Please enclose a copy of Passport of both parties.**