

UNIVERSITI TUNKU ABDUL RAHMAN			
Form Title: Authorisation letter for Collection of Convocation Attire			
Form No: FM-DARP(CONVO)-002	Rev No: 0	Effective Date: 24 March 2010	Page No: 1 of 1

Date:

Head, Department of Alumni Relations and Placement
 Universiti Tunku Abdul Rahman
 Jalan Univerisiti, Bandar Barat
 31900 Kampar, Perak

Dear Sir/Madam

Letter of Authorisation for the Collection of Convocation Attire

I,, NRIC No.:
 (Name as in NRIC)

Student Registration No. Course :

am unable to collect my convocation attire due to the following reason(s):

.....

I hereby authorise NRIC No.:
 (Name as in NRIC)

to collect on my behalf my convocation attire from the University.

I agree and confirm that I will not hold UTAR responsible for any damage, loss or misplacement of the convocation attire during transmission through my above-named authorised agent.

I hereby enclose for your reference and retention:

- 1) One photocopy of my NRIC;
- 2) One photocopy of my agent's NRIC
- 3) UTAR & Tracer Study Survey Slips (Soft Copy/Hard Copy)

Thank you.

Yours sincerely

.....
 (Signature)

Telephone/Mobile No. :