

# Soochow University Library

## Letter of Authorization

I am unable to personally apply for \_\_\_\_\_ due to unforeseen circumstances. I hereby authorize \_\_\_\_\_ to submit the application on my behalf. Enclosed are the identification documents of both the applicant and the authorized representative (e.g., original ID card, National Health Insurance card, or other valid photo identification. Foreign nationals must present their passport or resident certificate ).

I fully understand that in the case of any fraudulent activity, I will assume full legal responsibility.

Sincerely,

Soochow University Library

Signature of Consignor:

Contact Number:

Date of Signature: \_\_\_\_/\_\_\_\_/\_\_\_\_ (YYYY/MM/DD)

Signature of Trustee:

Contact Number:

Date of Signature: \_\_\_\_/\_\_\_\_/\_\_\_\_ (YYYY/MM/DD)

### [Notification Statement]

To establish the identities of both the consignor and the trustee, Soochow University requires the full name, ID numbers, telephone numbers, and additional relevant information of both parties. Furthermore, the consignor and trustee will be requested to provide identity documents for verification. Soochow University will communicate with the consignor and trustee exclusively when deemed essential within the relevant timeframe and geographical scope pertinent to the entrusted matter, or if a dispute arises, Soochow University may furnish the information to the appropriate investigative agency. The consignor and trustee retain the right to lawfully request inquiries, access, and obtain duplicates as per their rights. Failure to provide all necessary information in its entirety will result in the non-completion of the entrusted matter.

Should you wish to exercise your rights, as allowed by law, to request inquiries, access, amend, rectify, cease collection, processing, or usage of information, please contact the Soochow University Library.