



To:

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

Awarding Units, Graduates and Convocations  
Centre for Akademik Management  
Universiti Malaysia Pahang

Subject:

**Authority Letter to Collect Documents  
(Completion Letter, Transcript, \*certificate(scroll))**

Dear Sir/Madam,

I \_\_\_\_\_ (Name) \_\_\_\_\_ (Student ID) cannot be physically present to collect completion letter and transcript. I hereby authorize someone to act as my representative and collect those documents for me. I therefore request you to please allow for handing over the above mentioned documents to the person I authorize.

I hereby confirm that the details provided below are correct, and I take full responsibility for any loss or damage.

Sincerely,

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Name:

Student Id &amp; Passport Number:

**Please provide details of Authorized Person / Representatives:**

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

Student ID: \_\_\_\_\_ IC/Passport No: \_\_\_\_\_

[Must Shown at the time of collection]

Relationship with Applicant: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature:

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[Note: Please fill in this form and submit to us via email to [uppk@ump.edu.my](mailto:uppk@ump.edu.my)]

**\* scroll will release after convocation ceremony**

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Perakuan/Letter of Consent

Saya mengaku akan bertanggungjawab di atas tindakan memberi kebenaran ini dan tidak akan membuat sebarang tuntutan terhadap Universiti Malaysia Pahang sekiranya dokumen berkenaan rosak atau hilang.

*I declare that I bear sole responsibility for granting this permission and that I shall not make any claims against Universiti Malaysia Pahang for any damage to or loss of the documents.*

Berikut dilampirkan salinan kad pengenalan/ paspot (wakil dan empunya sijil) sebagaimana dikehendaki untuk tindakan pihak tuan/puan selanjutnya.

*Attached herewith are the copies of identity card / passport (representative and owner) as required for your further action.*

Sekian, terima kasih.

*Thank you.*

Yang benar,  
*Yours sincerely,*

Diterima oleh, *Received by,*

(Tandatangan/Signature)

Tandatanganwakil/*Representative Signature*)

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