

Hong Kong Internet Registration Corporation Limited  
Address: Unit 501, Level 5, Core C, Cyberport 3, 100 Cyberport Road, Hong Kong  
Fax: 2319 2626  
Email: [membersenquiry@hkirc.hk](mailto:membersenquiry@hkirc.hk)

Dear Sir/ Madam,

**Letter of Authorisation for Change of Representative Application**

This is to certify that the following representative has attained the age of 18 years and has been authorized to be the new representative of the following Member and to do all acts incidental thereto on our behalf.

Organisation Name:

Title (Mr / Mrs / Ms / Miss):

Representative's Name (Surname, First Name):

HKID No. / Passport No. of Representative:

Position:

Address:

Country/Region:

Telephone No.:

Mobile No.:

Fax No.:

Member Class:

Login Name:

We agree to be bound by the Memorandum and Articles of Association of HKIRC and shall indemnify and hold harmless HKIRC and its officers, directors, employees and/or affiliates against all losses, damages, costs, expenses, payments, including settlements and legal fees incurred, and other liabilities of any nature howsoever sustained, incurred, or suffered, arising directly or indirectly out of any inaccuracy in this letter or our (including our representative's) non-observance of any provision of the Memorandum and Articles of Association of HKIRC.

We enclose herewith the required documents as listed in Annex I.

Signed by Director or Authorized Representative of our organization, with the authority of the Board of Directors:

\_\_\_\_\_

Name of Director/ Authorized Representative:

Applied Date:

Please affix Company Chop

Note: The collection of the above information is solely for the purpose of communications for matters related to HKIRC membership and general meetings. The information will be handled and retained in strict confidence. Please put a tick in the box below if you agree to receive eNewsletters and promotional materials sent by HKIRC.

I agree

## Annex I

Please submit the following documents for change of representative application

1. Authorization Letter

The Authorization Letter overleaf after signing

2. Document(s) from Organizational Member

Business Registration Certificate or the copy of the document that proves your legal presence in Hong Kong

3. Document(s) from New Member's Representative

Identity proof of the new member's representative e.g. a copy of HKID card or passport. (Remarks: Alternatively, the member's representative may choose to visit HKIRC's office and present his/her HKID card or passport for verification.)

4. Document(s) from the Signatory

Please provide a copy of (a) the Signatory's HKID card or passport and (b) business card or other authorization document showing that the Signatory is duly authorised by the organization to sign the Authorization Letter. (Remarks: Alternatively, the Signatory may choose to visit HKIRC's office and present his/her HKID card or passport for verification).

5. Additional Document(s) as required by HKIRC

HKIRC may notify you that you have to provide additional documents in support of the change of representative application. In such circumstances, you shall submit such additional documents before the deadline set out in such notification.

HKIRC may refuse your change of representative application if you fail to submit the additional document(s) in its entirety as requested by HKIRC..

6. Document Submission Channels

- **By Email**

Send the required document(s) by email to [membersenquiry@hkirc.hk](mailto:membersenquiry@hkirc.hk)

- **By Fax**

Send the required document(s) by fax to +852 2319 2626

- **By Mail**

Mail the required document(s) to Unit 501, Level 5, Core C, Cyberport 3, 100 Cyberport Road, Hong Kong

Please note that the Authorization Letter must be signed by a Director or an Authorized Representative of the relevant organization. A letter which is not properly signed by the Authorized Signatory will be rejected by HKIRC. You acknowledge that all the information and document(s) provided in connection with the Authorization Letter are true and correct to the best of your knowledge. You are reminded that provision of false information or document(s) could constitute an offence under the Crimes Ordinance (Cap. 200).