



## **Letter of Authorization for Ticket Collection**

The customer is required to collect tickets booked with the credit card used for making the purchase. In the event that the customer cannot be present, the customer may appoint a Proxy to collect the ticket(s) on their behalf.

The Proxy will need to present this letter (duly completed and signed by the customer) with the following documents for collection of tickets at the venue's box office:

1. Photocopy of both sides of the credit card used for the ticket purchase
2. Photocopy of Credit Cardholder's photo identification card
3. Original copy of the Proxy's photo identification card

**Please ensure that the following information is completed otherwise tickets will not be released.**

I, \_\_\_\_\_ (Name of Credit Cardholder) of \_\_\_\_\_

(NRIC / Passport / FIN Card) hereby authorise \_\_\_\_\_ (Name of

Proxy) of \_\_\_\_\_ (NRIC / Passport / FIN Card) to collect the ticket(s) under the

following transaction:

Order Confirmation Number: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Date / Time: \_\_\_\_\_

Number of Tickets: \_\_\_\_\_

\_\_\_\_\_  
(Cardholder's Signature)

\_\_\_\_\_  
(Proxy's Signature)

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

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