

## LETTER OF AUTHORISATION

If the credit cardholder of the purchase is unable to collect the ticket(s) in person, they can appoint a proxy to collect the ticket(s) on their behalf.

The proxy will need to present **ALL of the following documents\*** during collection:

1. This Authorisation Letter (duly completed and signed by Credit Cardholder)
2. Clear photocopy of Credit Cardholder's photo identification card such as NRIC/Passport/FIN Card
3. Clear photocopy of the front of Credit Card used for the purchase
4. Proxy's original photo identification card such as NRIC/Passport/FIN Card

**\*Important Note: SISTIC reserves the right not to release tickets if the above documents are not in order.**

I, \_\_\_\_\_ of \_\_\_\_\_  
(Name of Credit Cardholder) (NRIC/Passport/FIN Card)

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

to collect the following ticket(s) on my behalf:

The details of the transaction are as follows:

SISTIC Account : \_\_\_\_\_

Transaction No. : \_\_\_\_\_

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

Event Date & Time : \_\_\_\_\_

Number of ticket(s) : \_\_\_\_\_

\_\_\_\_\_  
(Credit Cardholder's signature)

\_\_\_\_\_  
(Verified By)