



Finance Department

AUTHORISATION LETTER

Date: _____

To : Finance Treasury Services
Swinburne University Of Technology Sarawak Campus
Jalan Simpang Tiga
93350 Kuching Sarawak
Malaysia

Dear Sir/Madam

RE: REFUND OF _____

This letter serves to inform you that I have authorised the following person to collect the above mentioned refund on my behalf.

Authorised Beneficiary's Details

Name : _____
NRIC no./Passport no : _____
Contact no : _____
Email address : _____

Please bank-in the refund to his/her bank account as stated below:

Name of bank : _____
No. & Street : _____
City : _____
Country : _____
Account name : _____
Account code/number : _____
Swift Code/Bands* : _____

*Bands (compulsory for any English or European refunds)

Thank you.

Yours faithfully

Name : _____
Student ID : _____
NRIC no./Passport no : _____
Contact no : _____
Email address : _____