



AUTHORISATION REQUEST FORM

The SIM membership card is non-transferable for loan of library materials. However, under special circumstances a SIM member may authorise a designated individual to collect materials on your behalf from the library.

If you wish to make use of this service please complete this form and request designated individual to produce it at the library counter when collecting the items.

Part A:

SIM member's name: -----

IC number: ----- SIM membership number: -----

I hereby authorise

Name: -----

IC number: ----- Phone number : -----

To collect library materials on my behalf.

I declare that I will be responsible for the items borrowed under my name and any fines incurred for late return of items.

Signature /date

SIM member

Part B:

I declare that I have collected ----- items from the library.

Signature / date

For staff use :

Request processed by -----
Name / date

Remarks: -----

