

# Sample of Authorization Letter

*(for reference only)*

Letterhead of the firm/company

[Date]

Help Centre of the Judiciary  
5<sup>th</sup> Floor,  
Wanchai Tower,  
12 Harbour Road,  
Wanchai, Hong Kong

Dear Sir/Madam,

**Application for registration of a Primary Administrator User Account  
of the integrated Court Case Management System (“iCMS”)**

We, [name of the firm/company], hereby authorize [name(s) of the Primary Administrator(s)] [(HKID No.)] to be the Primary Administrator Account holder(s) and make registration application on behalf of our firm.

Yours sincerely,

[Signature of the authorized/approved signatory and/or from the head of the firm/company]

[Name of the firm/company]

[Official stamp of the firm/company, if any]