

Appendix

To: The Judiciary

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

I, _____, being an applicant
(full name)
for a Primary Administrator Account of an Organization Account, holder of

*HKID / Passport / Other (please specify) _____

No. _____, hereby authorize

*Mr / Ms / Miss _____, holder of HKID
(full name)

No. _____ to act for and on my behalf in completing the
identity authentication process in respect of the iCMS registration
application.

A copy of my *HKID Card / Passport / Identification document _____ is
enclosed for checking purpose.

Dated this _____ day of _____, 20_____

Signature of Applicant: _____

Full Name of Applicant: _____

**Please delete as appropriate.*

Sample of Authorization Letter *(for reference only)*

Letterhead of the firm/company

[Date]

Help Centre of the Judiciary
5th 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]