遺留物品代領授權書
Letter of Authorization for Collection of Lost Property

本授權書旨在聲明本人身為物品所有人，茲授權下述代領人前往貴酒店代為領取本人遺留之物品。若代領人在領取及轉交過程中發生任何物品損壞、遺失或法律糾紛，本人願承擔全部責任，概與貴酒店無涉。

This letter of authorization is to certify that I, as the owner of the property, hereby authorize the following representative to collect my lost property from your hotel. I agree to bear all responsibility for any damage, loss, or legal disputes arising from the collection and transfer process, and the hotel shall be held harmless.

一、遺留物品信息 (Lost Property Information)

遺留日期 (Date Found): 年(Y) 月(M) 日(D)

遺留地點/房號 (Location/Room No.):

物品描述 (Description of Item):

二、 所有人及代領人信息 (Owner & Representative Information)

物品所有人 (Owner):

- 姓名 (Name):
- 身份證/護照號碼 (ID/Passport NO.):
- 聯絡電話 (Contact Number):

代領人 (Authorized Representative):

- 姓名 (Name):
- 身份證/護照號碼 (ID/Passport NO.):
- 與所有人關係 (Relationship with Owner):

三、條款及細則 (Terms and Conditions)

1. 核實身份證件： 代領人於辦理領取手續時，須出示其本人之身份證明文件原件，以及本授權書（紙本或電子檔，視酒店要求而定）。
   ID Verification: The representative must present their original ID and this authorization form (hard copy or digital, subject to the hotel's policy) upon collection.

2. 核對確認： 酒店有權在交付物品前，致電所有人核實代領人之身份。若無法聯繫所有人，酒店有權拒絕交付。
   Confirmation: The hotel reserves the right to call the owner to verify the representative's identity. Failure to reach the owner may result in refusal of release.

3. 免責聲明： 物品一經代領人簽收，即視為完整交付。此後發生的任何損壞、遺失或第三方爭議，酒店概不承擔任何責任。
   Liability Waiver: Once the representative signs for the item, it is considered successfully delivered. The hotel shall bear no responsibility for any subsequent damage, loss, or third-party disputes.

4. 個人資料保護： 本授權書所收集之個人資訊僅用於身份核實，未經許可不會外流予第三方。 Privacy: Personal data collected herein is for verification only and will not be disclosed to third parties without consent.

所有人簽署
(Owner’s Signature):

日期 (Date): _____ 年(Y) ____ 月(M) ____ 日(D)