How to Authorize 3rd Party Redemption in MOSS Website

Step 1: Login to your MOSS account. Select "Order Status" on the right top corner of the webpage.



Step 2: Select "View Order"

Order Status				
Order Number	Date	Status	Total Amount (HK\$)	
LCI2100148	2021-08-02	Paid	\$ 1.00	View Order Reorder

Step 3:

Select "Third-party pick-up"

Order Status 🗈 Back to Order				
Order Number	Print			
Order Number LCI2100148 Da	ate 2021-08-02 Status Paid			
Pickup Information	Payment Method	Order Summary		
Ms. MOSS CS	Bank-In at Bank Counter (Full payment)	Total Amount	HK\$	1
九龍灣宏開道16號德福大廈14樓1402	室	Settled Amount	HK\$	1
Hong Kong, 852 Hong Kong		Outstanding Amount	HK\$	0

Step 4:

Fill in the information and click "Submit"

o multiple rede or redemption	n submit emption	ted must be consistent of the same sales orde	to the proof of document (i.e. HK r, and the authorized person must	ID Card) of the authorized person. The present the necessary document as we	online application applies ell as his/her identity proof
Ms.	•	Last Name	* First Name	*	
+852	•	Telephone		*	
HKID / Pass	port N	lo.		*	
lease input first	4 chara	cters of your ID No. For e	example: A123 for A123456(7)		
				*	
Email					
/hen the applica ox. The email no oplication, the s	tion is co otifies the ales orde	ompleted, a Confirmation of sales order information a r owner shall prepare the	of 3rd Party Authorization for Sales On s well as the necessary documents req necessary documents referring to the	der Redemption will be sent to the authorize uired for redemption. In case no email addr Important Notes.	ed person's email address ess is provided for the

Step 5: When the application is completed, a Confirmation of 3rd Party Authorization for Sales Order Redemption will be sent to the authorized person's email address box. The email notifies the sales order information as well as the necessary documents required for redemption. In case no email address is provided for the application, the sales order owner shall prepare the necessary documents referring to the Important Notes.

The name of the authorized person will be shown in the sales order details after the submission of application.

rder Number LCI2100148 Date 2021-08-02 Status Paid ickup Information s. MOSS CS 電電宏開道16號德福大廈14使1402室 pong Kong, 852 ong Kong Third-party pick-up ❷ Name: Test Man	Order Number	Third-party pick-up	0	Print	
ickup Information Is. MOSS CS 離場宏開道16號德福大廈14樓1402室 ong Kong, 852 ong Kong Third-party pick-up ⑦ Name: Test Man Payment Method Bank-In at Bank Counter (Full payment) Payment Method Bank-In at Bank Counter (Full payment) Total Amount HK\$ Settled Amount HK\$ Outstanding Amount HK\$ (Distanding Amount K)	rder Number LCI2100148 Da	te 2021-08-02 Status Paid			
Is. MOSS CS Bank-In at Bank Counter (Full payment) Total Amount HK\$: 頭端宏開道16號德福大廈14棟1402室 ong Kong, 852 ong Kong S7 Outstanding Amount HK\$: Third-party pick-up ② Name: Test Man	Pickup Information	Payment Method	Order Summary		
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Third-party pick-up ⊘ Name: Test Man	Hong Kong, 852 Hong Kong		Outstanding Amount	HK\$	0
Third-party pick-up 🛛 Name: Test Man					
Name: Test Man	Third-party pick-up @				
Same restman	Third-party pick-up ⊙ Name: Test Man				
	Name: Lest Man				

MOSS 網站客戶服務系統登記授權第三方領貨

步驟一:

請登入 MOSS 賬戶,然後選按網站右上角「訂單狀況」



步驟二: 選擇「查看訂單」

主頁 > 我的帳戶 > 訂	單狀況			
訂單狀況				
訂單編號	日期	狀態	總額 (HK\$)	
LCI2100148	2021-08-02	已付款	\$ 1.00 查看訂單 再次訂購	

步驟三: 選按「授權他人代爲取貨」

訂單狀況 🖥 回到訂單直詞					
	訂單編號	授權他人代爲取貨		🔒 列印	
訂單編號 LCI2100148	日期 2021-08-(2 狀態 已付款			
領貨資料		付款方式	訂單總結		
MOSS CS 小姐		於 銀行櫃檯 以現金入數付款(繳付全數)	總額	HK\$	1
九龍灣宏開道16號德福 九龍灣	大廈14樓1402室		已付總額	HK\$	1
Hong Kong, 852 Hong Kong			未付總額	HK\$	0

步驟四:

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授權他人代爲取貨	○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○	,连用外部留去名	∧ <u>></u> , ~ <u>,</u> ~ <u></u>	·注刀,包襟)上秋带	★ 石田市 石田市 山田市 山田市 山田市 山田市 山田市 山田市 山田市 山田市 山田市 山
項黑的員科必須與投作 明文件核對身份。 姓氏	權人工的每切證明又什相何 名字	1。週刊於訂早有多加	小姐	「閒元;投催八工於母	·大耿貞時,沒備帝伯闕梦辺距
+852 -	聯絡電話			*	
香港身份證 / 護照影 諸翰入首4位英文字母及劇	虎碼 字,如 A123456(7) 語輸入 A123	3		*	
電郵				*	
- 完成授權程序後,授權人將 「購買須知」的續貨流程音	8會收到確認電鄧,再次提醒領貨 8份,了解領貨必須獲帶的文件。	所需文件。若授權人沒有	電郵地址,請參	孝聪	
					關閉 提交

步驟五:

完成授權程序後,授權人將會收到確認電郵,再次提醒領貨所需文件。若授權人沒有電 郵地址,請參閱「購買須知」的領貨流程部份,了解領貨必須攜帶的文件。

另外,「訂單資料」內將會顯示獲授權人士的姓名。

MOSS CS 小姐 於銀行櫃檯以現金入數付款(繳付全數) 總額 HK\$ 1 1< 1 日 <	頁貨資料	付款方式	訂單總結		
1.龍灣宏開道16號德福大廈14樓1402室 已付總額 HK\$ 1 1.龍灣 Hong Kong, 852 未付總額 HKS 0	1OSS CS 小姐	於 銀行櫃檯 以現金入數付款(繳付全數)	總額	HK\$	1
Hong Kong, 852 未付總額 HK\$ 0	1.龍灣宏開道16號德福大廈14樓1402 1.龍灣	2室	已付總額	HK\$	1
long Kong	long Kong, 852 long Kong		未付總額	HK\$	0