



**AUTHORIZATION PAPER**

I, the undersigned, hereby authorized Ms/Mr:………………………..with the following information:

* Full name:
* Identity/passport number:
* Phone number:
* Email:

to act on my behalf in all possible manners to my Lotusmiles account, including:

Request to change my profile information, including my password.

Request to be provided my account activities

Redeem my miles

Claim my missing miles

Buy/transferring my miles

This authorization is valid from:…………………………..to:……………………………………………

|  |  |
| --- | --- |
| **Required documents when authorizing:**   * *Scan copy of Lotusmiles membership card* * *Scan copy of member’s identity card/passport* * *Scan copy of Authorized person’s identity card/passport* * *In case the authorized person request the award at Vietnam Airlines branch offices, he/she is required to present the original copies of all documents above.* | I agree the [Privacy Policy](https://www.vietnamairlines.com/en/terms-and-conditions/privacy-policy) of Vietnam Airlines  **Member’s signature**  *Date: / /* |

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*Note: Each member can assign to only 01 person in a certain period.*