

## Authority Letter for Collection of IELTS TRF

British Council will use the information that you are providing in connection with processing your registration. The legal basis for processing your information is agreement with our terms and conditions of registration (contract).

### **Data Protection**

British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards.

You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.

For detailed information, please refer to the privacy section of our website, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection.

Candidate Name	
Test Date	
IELTS Candidate Number	
Identity Number as per IELTS registration	
Mobile Number	

**Candidate Signature:**

**Date:**

Name of organisation authorised for collection:

Name of organisation	
Office address	
Contact Number	
Email	

***For Authorised Company Use – Confirmation of Details recorded above***

- All signatures verified against ID Yes  No
- Passport copy of the Candidate Yes  No
- Office ID of the authorised person from agent Yes  No

**Authorised Company Signature with Official Stamp:**

**Date:**

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***For British Council Use – Confirmation of Details recorded above***

***CONFIRMATION of HANDOVER of TRF to AUTHORISED Company or Courier Agent***

**Authorised Person/company's Signature:**

**Date:**

**British Council CS staff's name:**

**Date:**