Form DV

2020-21

THE CHINESE UNIVERSITY OF HONG KONG

香港中文大學

Application Form for Official Visitor's & Part-time Appointees' Limited Time Free Parking Coupons

公務訪客及兼職僱員限時免費泊車券申請表

(To be completed and returned to the Security Office, or faxed to 2603 5095) (讃塡妥及交回保安處或傳真 2603 5095)

To: Security Office 致: 保安處

This Department / Faculty would like to obtain the following number of Limited Time Free Parking Coupons for visitors or part-time appointees visiting the Department/ Faculty for official business.

部門/學系甲請之限時免費 	費泊軍券祇發給與公務訪客/兼	職僱員使用
This box is to be	completed by requesting Depar	tment/Faculty
此部份必須由申請	部門/學系填寫	
Name of Depart	ment/Faculty:	
	部門/學系:	
*No. of coupons (5hrs) applied for :	(Please Vas appropriate)
申請 5 小時	F泊車券數量:	
	pplication for issuance of more than	
申	請超過 30 張泊車券 (Pl	lease state no.& reasons)請填數量及理由
*No. of coupons (10 hrs) applied for:	(Please Vas appropriate)
	時泊車券數量:	
	easons required for issuance of 1	
	小時泊車券須提供特別理由	10 ms barrang coapons.
1,04 =0 ,	147/11年分別於八八四年出	
		application (must be completed):
	使用泊車券數量 (必須填寫):	application (must be completed). 5 hrs 小時 No. 張數: ()
是		10 hrs 小時 No. 張數: ()
		20 110 17 110 110 110 110 110 110 110 110
Form completed by:		
Name:		Telephone No:
姓名:		電話號碼:
Fax:		Date:
傳真:		日期:
Endorsement by Head of Dep	= = = = = = = = = = = = = = = = = = =	
Name : 姓名:	Signature: 公 安·	Date: 日期:
性也・		口剏·
Notes on use of Free Parking Cou	pons :	
	er the campus and use the same Octopu	us to exit.
		d per visit). After validation present the Octopus to exit.
	eep unused coupons in safe custody and	l issue coupons to eligible users only. ons, and the Security Office will not be responsible for any loss due to wrong u
the coupons.	morni users of the way to use the coupo	vis, and the security office will not be responsible for any loss due to wrong a
The Security Office takes 2 worki		
	eep Parking Coupons Usage Record for	audit purpose.
<u>使用免費泊車券須知</u> : 金布許安東新以優集田の結婚で		7 4 7 <u>7</u> 84 1 4
	i推入校園,並於出閘時使用同一張八 (每次最多衹可使用兩張),待顯示屏	
	R存所有未經使用之泊車券,並衹發給	
	周細則,通知使用者,若錯誤使用引至	
保安處需時兩個工作天以處理勢		
部門/學系須自行保存泊車券包		
	(For Securit	ty Office Use 保安處用)
S/N of Coupons Issued: 発山治宙光馳雄・		No. of Coupons: Issued by:
發出泊車券號碼:		
Received by: ≙ਕਜ਼ਮਾ ≀ ·	Official chop: - 対甲口(環・・	Date: □ ₩# ・
== uv A ·	一年 (1915年)	H #D :

Official Visitors' & Part-time Appointees' Limited Time Free Parking Coupon Usage Record 公務訪客及兼職僱員限時免費泊車券使用記錄

Department 部門名稱:					Coupons received on 收取日期:			
	l Coupons (if any) (券(如有) 號碼:		No. 張數:					
S/N of Newly Collected Coupons 新領取泊車券號碼:						No. 		
Date issued 發出日期	Parking Coupons S/N 泊車券號碼	5 hrs 5 小時	10 hrs 10 小時	Qty 數量	Car Plate 車牌號碼	Business Nature 公務性質	Signature of Issuer 發出者簽名	

Departments /Faculties concerned should account for usage of each and every coupon on this form. This form should be kept in safe custody for audit purpose. Please make photocopies if more forms are required.

有關部門/學系需在此表格填寫所有泊車券使用紀錄,並需妥善保存以作核數之用.如有需要,請自行影印此表格.

For recording S/N of the parking coupons ,only the first and third strings of numbers need to be filled in, i.e.140808 (000005)

如填寫的泊車券號碼為:140808-0236-000005-0969-010,衹需填上第一組及第三組碼,即:140808(000005)

Notes on Use of Free Parking Coupons:

Visitors must use Octopus to enter the campus and use the same Octopus to exit. Free parking coupons must first be scanned (No more than 2 may be used per visit). After validation, present the Octopus to exit.

Departments/Faculties should keep unused coupons in safe custody and issue coupons to eligible users only.

Departments/Faculties should inform users of the way to use the coupons, and the Security Office will not be responsible for any loss due to wrong use of the coupons.

使用免費泊車券須知:

所有訪客車輛必須使用八達通咭進入校園,並於出閘時使用同一張八達通咭.

於出閘時首先使用免費泊車券(每次最多衹可使用兩張).待顯示屏確認後,才使用八達通咭出閘.

部門/學系申請人,須負責妥為保存所有未經使用之泊車券,並衹發給予合資格領取之人士.

部門/學系有責任將泊車券使用細則,通知使用者,若錯誤使用引至之損失,保安處概不負責.