

香港中文大學  
THE CHINESE UNIVERSITY OF HONG KONG

認可駐校承辦商 / 機構泊車證申請表格

Authorized Campus Based Contractors/Organisations

Application for a Parking Label

Label Expiry:

核對人員簽署：  
Checked by:

Date:

(此表格請用正楷填寫。申請人必須填妥(甲)、(乙)、(丙)及(丁)各欄，並須於遞交表格前先用駐校承辦商/機構在(戊)欄批註。)

(Please complete this form in BLOCK LETTERS. Applicant must fill in Parts A-D, and request the campus based contractor/organisation who supports his application to complete Part E before the submission of the form.)

(首次申請者必須在遞交表格時出示正本或副本文件包括：(1) 有效駕駛執照；(2) 「車輛登記文件」；及(3) 該車輛之有效保險單。)

(A first time applicant will be required to produce original or copy of documents including (1) a valid Driving Licence;

(2) a Vehicle Registration Document; and (3) a valid Insurance Policy covering the vehicle.)

甲欄 Part A	申請人資料 <b>PARTICULARS OF APPLICANT</b>	
	姓名 Name: _____ (中文)	職業 Occupation: _____
	僱主或公司名稱 Name of Employer/Company: _____	
	住址 Residential Address: _____	
	電郵地址 (必須填寫) Email Address (must be completed): _____	
	流動電話 Mobile Tel. No.: _____	駕駛執照號碼及屆滿日期 Dri. Lic. No. & Exp. Date: _____
	辦事處電話 Office Tel. No.: _____	
乙欄 Part B	車輛資料 <b>PARTICULARS OF VEHICLE</b>	
	車輛登記號碼 Registration Mark: _____ <input type="checkbox"/> 電單車 M/C	牌照屆滿日期 Licence Expiry Date: _____
	廠名 Make: _____	顏色 Colour: _____
	保險公司及保單號碼 Insurance Co. & Policy No.: _____	保單屆滿日期 Policy Expiry Date: _____
	車主姓名 Name of Registered Owner: _____	車主與申請人之關係 Relationship with applicant: _____
丙欄 Part C	申請理由 (必須填寫) <b>REASON FOR THIS APPLICATION (must be completed)</b>	
	_____ _____ _____	

聲明  
DECLARATION

本人茲向香港中文大學申請編號\_\_\_\_\_車輛之泊車證，並同意遵守大學現行之交通規則。

本人明白大學為大學範圍購買了相關保險單(以下稱為"大學保單")。本人明白及確認大學已通知本人，本人可從大學財務處商務組獲得及檢閱有關保險的條款及條件。

本人明白、同意並確認以下事項：

- 一. 除非是由大學的疏忽所引致的傷亡，否則因該車輛行駛或停泊於大學範圍內(以登記於土地註冊處的地段為準)而引致的法律責任(不論是根據合約法內的責任，侵權法內的責任，疏忽責任，法定責任或其他責任)，在這些情況下，大學是無須承擔超出大學保單之受保金額的法律責任。
- 二. 於法律允許的範圍內，大學是無須承擔任何承保人於大學保單內已豁免對本人、本人的乘客、車輛的持牌人或其他用戶所蒙受的任何損失、損害、費用或支出。
- 三. 於法律允許的範圍內及在不抵觸大學保單的情況下，如本人違反本聲明及認可授權書的條款以使大學須面對任何訴訟、索償、損失、損害或須支付的償金及支出，本人同意對大學作出十足的彌償。
- 四. 大學有絕對酌情權與保險公司商議任何大學保單內的條款。有關保險的更新條款及條件亦可從大學財務處商務組取得。本人同意，明白及確認任何大學保單的修改將會引用於此聲明及認可授權書。
- 五. 泊車證須於車輛擋風玻璃左邊可於前方清楚看見方式展示。車輛違反大學泊車規則可被扣押。扣押費為港幣320元，其後每24小時扣留費為港幣320元。

就本人所知，此申請表內容資料皆屬真實，本人亦明瞭，若有蓄意提供失實資料或隱瞞重要事實，本人可遭校方紀律處分。

本人同意保安處可隨時聯絡其需要之機構，以確認有關此項申請之資料，並核對其中內容是否與本人前此受聘向大學遞交之資料相符，以便處理此項泊車證申請及確定其為符合發證條款。

I hereby apply for University parking label(s) for my vehicle(s) (Reg. No(s) \_\_\_\_\_) and agree to observe the Traffic Regulations of the University currently in force.

I understand that the University has purchased relevant insurance policies in respect of the campus area of the University. I have been advised by the University and understand and acknowledge that I may obtain and inspect the relevant terms and conditions of insurance from the Business Office of the Finance Office of the University.

I understand, agree and acknowledge that:-

1. Except in the case of death or personal injury caused by the University's negligence, the liability of the University under or in connection with the access and parking of my vehicle in the campus area of the University as registered in the Land Registry whether arising in contract, tort, negligence, breach of statutory duty or otherwise shall not in any event exceed the sum insured under the relevant insurance policies of the University;
2. To the extent permitted by law, the University shall not be liable to me, my passengers, licensees or other users of my vehicle for any loss, damage, costs or expenses exempted by the insurer from insurance cover under the relevant insurance policies of the University;
3. To the extent permitted by law and subject to the relevant insurance policies of the University, I shall indemnify the University against all actions, proceedings, costs, claims and demands made upon the University by any person in respect of any loss, damage or injury and all costs and expenses incidental to my breach of any of the terms and conditions of this Declaration and Authorisation;
4. The University may at its absolute discretion negotiate with insurer(s) any of the terms of the insurance policies of the University. The relevant updated terms and conditions of insurance may be obtained from the Business Office of the Finance Office of the University. I agree, understand and acknowledge that any revisions to the insurance policies shall apply to this Declaration and Authorisation; and
5. **Label should be displayed at the left side of windscreen which is clearly visible from the front of the vehicle.** Vehicles in violation of the University's parking regulations may be subject to impoundment at HK\$320 impoundment fee and HK\$320 storage fee for every 24 hours thereafter.

The information presented in this application is true to the best of my knowledge and I understand that if I knowingly give false information or withhold any material information, I shall render myself liable to disciplinary action taken by the University.

My consent is hereby given for the Security Office to contact all necessary parties from time to time to verify the information given in connection with this application and to check and match my personal data given herein with my personal data previously given to the University for employment-related purpose in order to process my application for the parking label(s), ascertain my compliance with the relevant terms and conditions of such provision.

註 Note: 續證或外判工作完成時需交還舊證。Old label must be returned upon renewal for new label or cessation of out-source job.

申請人簽署  
Signature of Applicant: \_\_\_\_\_

日期  
Date: \_\_\_\_\_

戊欄  
Part E

負責管理有關駐校承辦商 / 機構大學單位推薦  
**RECOMMENDATION BY UNIVERSITY UNIT RESPONSIBLE FOR  
CAMPUS BASED CONTRACTOR / ORGANISATION**

此項申請：推薦/不推薦\* Application recommended/not recommended.\*

理由(必須填寫) Reasons (must be completed) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

簽署  
Signature: \_\_\_\_\_ 日期  
Date: \_\_\_\_\_

姓名  
Name: \_\_\_\_\_ 職位  
Post: \_\_\_\_\_

大學單位  
University Unit: \_\_\_\_\_ 電話  
Tel. No.: \_\_\_\_\_

*\*請刪去不適用者 \* Please delete where applicable*

己欄  
Part F

保安處用  
**FOR USE BY SECURITY OFFICE**

泊車證之申請 : 批准 / 不批准\*  
Issuance of Parking Label : Approved / Not Approved\*

\_\_\_\_\_  
保安及交通事務處處長 日期  
Director of Security and Transport Date

原因: (若不批准)  
Reasons: (if not approved) \_\_\_\_\_

泊車證發出及入檔案日期  
Label issued and record entered on: \_\_\_\_\_

備註  
Remarks:

香港中文大學

保安處

二零二一至二零二二年度泊車證

(駐校承辦商/機構適用)

- (一) 駐校承辦商/機構而經大學批准者得免費獲發泊車證；
- (二) 申請人須持有駕駛執照及為登記車主；
- (三) 車輛不准在校園逾夜停泊；及
- (四) 因泊車證遺失或損毀而需要補發者，須繳費用每枚三十元，同年內再次補領之費用為一百元。

保安處

二零二一年八月

THE CHINESE UNIVERSITY OF HONG KONG

Security Office

Parking Label (2021-2022)

for Authorized Campus Based Contractors/Organisations

- (1) No fee is charged for the issue of labels to campus based contractors/organisations approved by the University;
- (2) Applicant should possess a driving licence and vehicle ownership;
- (3) Overnight parking is not allowed; and
- (4) A replacement fee of \$30 will be charged for each lost or damaged label on the first occasion and thereafter \$100 within the same year.

Security Office  
August 2021