

The Chinese University of Hong Kong 香港中文大學

Application Form for “Prepaid Parking Coupons for Visitors to Staff Quarters”

“宿舍住戶訪客預繳泊車券”申請表

(To be completed and returned to the Security Office, or faxed to 2603 5095)

(請填妥及交回保安處或傳真2603 5095)

To: Security Office

致: 保安處

As a householder of staff quarter, I would like to purchase the following number of pre-paid parking coupons for visitors to my family on the campus (each at \$20 for parking up to 5 hours)
本人為職員宿舍戶主，現擬申請住戶訪客預繳泊車券 (每張\$20，最多可泊車5小時)，給予到訪本戶之訪客使用，數目如下:

1. Particulars of Householder (戶主資料)

Name (姓名) : _____

Department and Post
部門及職位 : _____

Quarter Address
宿舍地址 : _____

Contact Tel. No. _____ Email Address

聯絡電話 : _____ 電郵地址 : _____

2. No. of pre-paid coupons (\$20 / 5 hours) to be purchased

擬申請購買預繳泊車券 (\$20 / 5 小時) 數目 : _____ x \$20 = _____

Signature _____ Date _____
簽署 : _____ 日期 : _____

3. Notes on Pre-paid Parking Coupons:

- Upon receipt of fully completed application form (RV2), Security Office takes two working days to process and issue the coupons. If the application is made in person within office hours, the coupons could usually be issued there and then after checking correct.
- Pre-paid coupons will expire on 30-Sep each year and are non-refundable.
- These coupons are property of the University solely for use by visitors to applicant's staff quarter. The University reserves the right to claim for related monetary loss if there is any violation in the use of these coupons.
- Visitor vehicles shall use Octopus card to enter the campus and use the same Octopus card to exit.
- Applicant / resident should inform their visitors of the way to use these coupons. Coupons must first be scanned and no more than two may be used per visit. After validation shown on the screen, present the Octopus card to exit and pay the difference (if any).
- The Security Office is not responsible for any loss due to wrong use of the coupons.

預繳泊車券須知:

- 在收到填妥之申請表(RV2)，保安處需時兩個工作天處理購券事宜。如在辦公時間內親身到保安處申請，一般在查核無誤後可即時發放。
- 預繳泊車券有效期為每年9月30日。逾期作廢，不設退換。
- 此等泊車券乃是大學財物，只供到訪申請人宿舍的訪客使用，如發現有違規使用情況出現，大學有權追討有關損失。
- 訪客車輛必須使用八達通咭進入校園，並於出關時使用同一張八達通咭。
- 申請人/住戶有責任向其訪客講解如何使用泊車券，出關時首先掃描泊車券 (每次最多祇可使用兩張)，待顯示屏確認後，才使用同一張八達通咭出關及支付餘額(如有)。
- 若因錯誤使用泊車券所引致之損失，保安處概不負責。

保安處專用 For Security Office Use

Coupons S/No. 泊車券號碼 : _____	Issued by (Name & Signature) 發券者 (姓名及簽署) : _____	Date 日期 : _____
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宿舍住戶 / 代表 Staff Quarter Householder / Representative

Recipient (Name & Signature) _____ Date _____
領券者 (姓名及簽署) : _____ 日期 : _____