

中大通發證中心  
CU LINK CARD CENTRE

補領/續領職員證申請表  
**APPLICATION FOR RE-ISSUANCE OF CU LINK (STAFF CARD)**

僱員編號  
Staff No: \_\_\_\_\_

姓名(中文)  
Name (in Chinese): \_\_\_\_\_

姓名(英文)  
Name (in English): \_\_\_\_\_

部門/單位  
Department/Unit: \_\_\_\_\_

香港身份證號碼\*  
H.K.I.D. Card/Passport No.: \_\_\_\_\_

聯絡電話  
Contact Tel. No.: \_\_\_\_\_



申請補領/續領原因  
Reason(s) for Re-issue

- 更新個人資料(請略述之)  
Change of Personal Data (Please explain in brief) \_\_\_\_\_
- 損壞(請列明原因)  
Card Damage (Please give reason) \_\_\_\_\_
- 遺失  
Lost Card \_\_\_\_\_
- 其他(請註明)  
Others (Please specify) \_\_\_\_\_

\*請選擇:

- 即時拍照  
Take instant photo
- 使用舊證照片  
Use existing photo

本人明白及接受有關「中大通」職員證發證條款如下：

I understand and accept the conditions for issuance of the CU Link (Staff Card) as follows:

- (1) 「中大通」職員證不可轉讓或借予他人使用。  
The CU Link (Staff Card) is not transferable to another person.
- (2) 如遺失「中大通」職員證，須立即向中大通發證中心報失及申請補領，並繳交補領費一百三十元正。因遺失「中大通」職員證而蒙受之損失，概由本人負責及承擔，與大學無關。  
If the CU Link (Staff Card) is lost, I should immediately report to the CU Link Card Centre, apply for a replacement card and pay a replacement fee of \$130. Any loss caused by losing the CU Link (Staff Card) will not be attributed to the University and will be borne by me.
- (3) 若因疏忽或不適當使用「中大通」而導致證件損壞，本人須向「中大通」發證中心申請更換及繳付有關換領費用。  
I shall pay the necessary fee to the CU Link Card Centre to replace my CU Link (Staff Card) if it is damaged due to negligent handling or improper use.
- (4) 本人不得使用已報失之「中大通」職員證。倘於報失後尋回失證，須立刻交還中大通發證中心。  
I shall not use any CU Link (Staff Card) which has been reported as lost. Any card found subsequently after being reported lost should be returned to the CU Link Card Centre.
- (5) 本人於離職時須向大學交還「中大通」職員證以註銷。  
If I cease employment at the University, I shall return the CU Link (Staff Card) to the University for cancellation.

聲明:

Declaration:

- 本人明瞭及願意遵守上述各項。  
I understand and agree to abide by the above conditions

簽署  
Signature: \_\_\_\_\_

日期  
Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

收據號碼  
Receipt No.: \_\_\_\_\_

銀碼  
Total: \$ \_\_\_\_\_

新職員證發出日期  
Date of Re-issue of New Card: \_\_\_\_\_

新職員證最後數字  
Issue Digit of New Card: \_\_\_\_\_

申請人簽收新職員證  
New Card received by: \_\_\_\_\_

日期  
Date: \_\_\_\_\_