

香 港 中 文 大 學  
THE CHINESE UNIVERSITY OF HONG KONG  
「中大通」職員證申請書  
**APPLICATION FOR CU LINK (STAFF CARD)**

請填妥此申請表並交回或寄往中大通發證中心 (沙田香港中文大學伍何曼原樓八樓 804 室)。

**Please submit the completed application form to the CU Link Card Centre (Room 804, 8/F, Wu Ho Man Yuen Building, The Chinese University of Hong Kong, N.T.).**

本人提供下列資料，以申請「中大通」職員證：

I apply for CU Link (Staff Card) as a staff member of The Chinese University of Hong Kong.

My employment details are as follows:

僱員編號 (如適用)

Staff No. (if applicable) \_\_\_\_\_

姓名 (中文)

Name (in Chinese) \_\_\_\_\_

姓名 (英文)

Name (in English) \_\_\_\_\_

部門

Department \_\_\_\_\_

香港身份證或護照編號

HK I.D. Card/Passport No. \_\_\_\_\_

聯絡電話

Contact Tel \_\_\_\_\_

請貼上照片，或選擇  
即時拍照

Please affix photograph, or  
choose to have a  
photograph taken

本人明白及接受有關「中大通」職員證發證條款如下：

- (1) 「中大通」職員證為確定僱員身份及使用大學校園設施之用，不可轉讓或借予他人使用。
- (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，並繳交有關補領費用。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。
- (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。
- (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。
- (5) 本人於離職時須向大學交還「中大通」職員證以註銷。
- (6) 僱員必須於領取新發出之「中大通」職員證時一併退還現時持有之「中大通」卡或大學職員證及圖書證，該等舊證即行作廢。
- (7) 僱員於申請書內所提供的個人資料將用作核發職員證之用。僱員須於上任時填妥「中大通」職員證申請書並交「中大通」發證中心 (伍何曼原樓八樓 804 室)。新僱員的「中大通」職員證將於部門主管核實僱員到任日期後四個工作日發出。查詢請致電「中大通」發證中心 (電話：3943-8507)。

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

- (1) The CU Link (Staff Card) will be used for identification, access control to University facilities and it is not transferable to another person.
- (2) 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 the appropriate replacement fee. Any loss incurred due to the loss of my CU Link (Staff Card) will not be attributed to the University and will be borne by me.
- (3) 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) 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) If I cease employment at the University, I shall return the CU Link (Staff Card) to the University for cancellation.
- (6) Appointees must surrender all CU Link card or Staff Identity Card(s) and University Library Card(s), if any, when collecting the new CU Link (Staff Card). Issuance of the CU Link (Staff Card) will automatically invalidate all the above-mentioned cards previously issued to the appointees.
- (7) The personal data provided on the application form will be used for producing the CU Link (Staff Card). New appointees should submit a completed application form for CU Link (Staff Card) to the CU Link Card Centre (Rm804, 8/F, Wu Ho Man Yuen Building) upon assumption of duty. The CU Link (Staff Card) will be ready for collection approximately four working days after the appointment is certified as effective by Department/Unit. For enquiries, please contact the CU Link Card Centre at 3943-8507.

簽署 Signature \_\_\_\_\_

日期 Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Serial No. _____	Expiry Date _____	Signature _____
Issued on _____	Processed by _____	