

香港中文大學  
THE CHINESE UNIVERSITY OF HONG KONG

“特別逾夜泊車月證 (AM)” 申請表格  
Application Form for “Special Monthly Overnight Parking Label (AM)”

<b>AM</b>
Label Expiry:
Processing Fee Paid. CUHK Receipt No.:
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，方可將表格交回。)

(Please complete this form in BLOCK LETTERS. Applicant must fill in Parts A, B, C and D before the submission of an application.)

(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 PARTICULARS OF APPLICANT
申請人身份 (請✓選適合項目)： Capacity of Applicant (Please ✓ as appropriate):	
全職僱員須經常在校園逾夜工作(須得到部門推薦及支付和AAC批准)。	Full-time staff who have to frequently work overnight on campus (with recommendation/payment from/by Dept. & approved by AAC).
<input type="checkbox"/> 甲、乙或丙類服務條件	<input type="checkbox"/> Terms A, B or C
<input type="checkbox"/> 中大醫管局教職	<input type="checkbox"/> HA Terms
姓名 Name : _____ (_____) (中文)	職員中大通號碼 Staff CULINK No. : _____
學系/部門 Department/Unit : _____	合約終止日期 Contract Ends : _____
配偶姓名及職員證編號(如適用) Spouse's Name & Staff ID No.(if applicable) : _____	辦事處電話 Office Tel. No. : _____
住址 Residential Address : _____	流動電話 Mobile Tel. No. : _____
	駕駛執照號碼及屆滿日期 Dri. Lic. No. & Exp. Date : _____
	電郵地址 Email Address: _____

乙欄 Part B	車輛資料 PARTICULARS OF VEHICLE
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: _____	<input type="checkbox"/> 充電車 E/C
廠名 Make: _____	
顏色 & 製造年份 Colour & Year of Manufacture: _____	
保險公司及保單號碼 Insurance Company & 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: _____	

\* 若車輛乃以公司名義登記，請附證明申請人屬公司董事身份之公司註冊文件副本。

Copies of a company registration document naming the applicant as a Director should be attached if the vehicle is registered in name of a company.

聲明及認可授權  
**DECLARATION AND AUTHORISATION**

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 and Provisions for Staff Parking Labels.

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 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.

**二零一九至二零二零年度泊車證**  
**職員「特別逾夜泊車月證(AM)」**

「特別逾夜泊車月證」(AM)(每月300元)只發予工作有關需逾夜泊車在指定停車處之職員。購買特別月証需經申請及部門主管在申請表列舉所需理由，交由行政事務委員會主席考慮及審批。有關的AM證費用亦需由所屬部門/單位支付。

附註：

- 補領遺失或損毀泊車證，首次每枚收費三十元，同年內再次補領之費用為一百元。

**“Special Monthly Overnight Parking Label (AM)” (2019-2020) for Staff**

“Special Monthly Overnight Parking Label (AM)” (at HK\$300 per month) is issued to enable work-related overnight parking at designated location. Subscription to the special monthly label is subject to application in which an applicant and his/her Head of Department should set out the work related reasons for overnight parking on a monthly basis, for consideration and approval by the Chairman of the Administrative Affairs Committee. The cost of the subject “AM” label should be borne by the affiliating Department/Unit;

Note for permit holders:

- 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.

註 Note: 保安處需時兩個工作天核實及處理申請續證/發證事宜。Security Office takes two working days to verify and process renewal/new issue of labels.

續證時須交還舊證，RFID 則予以保留繼續使用。但如離職，泊車證及 RFID 須一同交還作註銷之用。Upon renewal of parking label, old label has to be returned while RFID is to be retained. However, both label and RFID have to be returned upon cessation of employment for cancellation.

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

日期  
Date: \_\_\_\_\_

丁欄 Part D	<b>學系或部門主管或負責人批註</b> <b>COMMENTS BY HEAD OF DEPARTMENT/UNIT</b>
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本人 推薦 發給特別逾夜泊車月證予申請人，理由為(必須填寫)  
 I recommend the issue of a Special Monthly Overnight Parking Label to the applicant for the period (please specify : \_\_\_\_\_ ) for the following reasons (must be completed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

簽署 Signature: _____	日期 Date: _____
姓名 Name: _____	職位 Post: _____
學系／部門 Dept./Unit: _____	戶口號碼 Charge A/C: _____

戊欄 Part E	<b>大學行政事務委員會用</b> <b>FOR USE BY UNIVERSITY ADMINISTRATIVE AFFAIRS COMMITTEE (AAC)</b>
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特別逾夜泊車月證之申請      批准      /      不批准\*  
 Issuance of Special Monthly Overnight Parking Label :    Approved    /    Not approved\*

_____ 大學行政事務委員會主席 Chairman, AAC	_____ 日期 Date
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原因: (若不批准)  
 Reasons: (if not approved) \_\_\_\_\_

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

己欄 Part F	
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特別逾夜泊車月證發出及入檔案日期：  
 Special Monthly Overnight Parking Label issued and record entered on \_\_\_\_\_

身份核實 Status Verification
合約僱員 Contract Terms
合約終止日期 Contract Ends

備註  
Remarks: