

Application Form for Official Visitor's & Part-time Appointees' Limited Time Free Parking Coupons

公務訪客及兼職僱員限時免費泊車券申請表

(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

This Department / Faculty would like to obtain the following number of Limited Time Free Parking Coupons for visitors or part-time appointees visiting the Department/ Faculty for official business.

部門/學系申請之限時免費泊車券祇發給與公務訪客/兼職僱員使用

**This box is to be completed by requesting Department/Faculty**

**此部份必須由申請部門/學系填寫**

**Name of Department/Faculty:**

部門/學系: \_\_\_\_\_

**\*No. of coupons (5hrs) applied for :**

*(Please vas appropriate)*

申請 5 小時泊車券數量:  10  20  30 (√ 選取需要)

Application for issuance of more than 30 parking coupons

申請超過 30 張泊車券 *(Please state no.& reasons) 請填數量及理由*

**\*No. of coupons (10 hrs) applied for:**

*(Please vas appropriate)*

申請 10 小時泊車券數量:  5  10  15 (√ 選取需要)

**\*Special reasons required for issuance of 10 hrs parking coupons.**

**\*申請 10 小時泊車券須提供特別理由**

**Free parking coupons yet to be used upon this application (must be completed):**

是次申請時尚未使用泊車券數量 (必須填寫): 5 hrs 小時 No. 張數: ( )

10 hrs 小時 No. 張數: ( )

**Form completed by:**

**Name:**

姓名: \_\_\_\_\_

**Telephone No:**

電話號碼: \_\_\_\_\_

**Fax:**

傳真: \_\_\_\_\_

**Date:**

日期: \_\_\_\_\_

**Endorsement by Head of Department /Office /Unit**

**Name :**

姓名: \_\_\_\_\_

**Signature:**

簽署: \_\_\_\_\_

**Date:**

日期: \_\_\_\_\_

**Notes on use of Free Parking Coupons :**

Visitors must use Octopus to enter the campus and use the same Octopus to exit.

Free parking coupons must first be scanned (No more than 2 may be used per visit). After validation present the Octopus to exit.

Departments/Faculties should keep unused coupons in safe custody and issue coupons to eligible users only.

Departments/Faculties should inform users of the way to use the coupons, and the Security Office will not be responsible for any loss due to wrong use of the coupons.

The Security Office takes 2 working days to issue new coupons.

Departments /Faculties should keep Parking Coupons Usage Record for audit purpose.

**使用免費泊車券須知:**

所有訪客車輛必須使用八達通咭進入校園, 並於出閘時使用同一張八達通咭。

於出閘時首先使用免費泊車券 (每次最多祇可使用兩張), 待顯示屏確認後, 才使用八達通咭出閘。

部門/學系申請人須負責妥為保存所有未經使用之泊車券, 並祇發給予合資格領取之人士。

部門/學系有責任將泊車券使用細則, 通知使用者, 若錯誤使用引至之失, 保安處概不負責。

保安處需時兩個工作天以處理發出新券。

部門/學系須自行保存泊車券使用記錄, 以備核數之用。

(For Security Office Use 保安處用)

**S/N of Coupons Issued:**

發出泊車券號碼: \_\_\_\_\_

**No. of Coupons:**

張數: ( )

**Issued by:**

發出者: \_\_\_\_\_

**Received by:**

領取人: \_\_\_\_\_

**Official chop:**

部門印鑑: \_\_\_\_\_

**Date:**

日期: \_\_\_\_\_





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