THE CHINESE UNIVERSITY OF HONG KONG

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

(To be completed and returned to the Security Office, or faxed to 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.

This box is to be completed by requesting Department/Faculty

<table>
<thead>
<tr>
<th>Name of Department/Faculty:</th>
</tr>
</thead>
</table>

*No. of coupons (5hrs) applied for: (Please vis appropriate)

- 申请 5 小時泊車劵數量：[ ] 10 [ ] 20 [ ] 30 （選摘號碼）
- 申請補辦 30 張泊車劵 (Please state no. & reasons) 請填寫數量及理由

*No. of coupons (10 hrs) applied for: (Please vis appropriate)

- 申請 10 小時泊車劵數量：[ ] 5 [ ] 10 [ ] 15 （選摘號碼）
- Special reasons required for issuance of 10 hrs parking coupons.
- *申請 10 小時泊車劵須提供特別理由

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

- 5 hrs 時  No. 張數：( )
- 10 hrs 時  No. 張數：( )

Form completed by:
Name: ____________________________ Telephone No: ____________________________
姓名: ____________________________ 電話號碼: ____________________________
Fax: ____________________________ Date: ____________________________
電傳: ____________________________ 日期: ____________________________

Endorsement by Head of Department / Office / Unit
Name: ____________________________ Signature: ____________________________
姓名: ____________________________ 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 a 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.

S/N of Coupons Issued:

<table>
<thead>
<tr>
<th>(For Security Office Use)</th>
<th>(For Security Office Use)</th>
</tr>
</thead>
<tbody>
<tr>
<td>S/N of Coupons Issued:</td>
<td>No. of Coupons:</td>
</tr>
<tr>
<td>領取劵序號:</td>
<td>順序: ( )</td>
</tr>
<tr>
<td>Received by:</td>
<td>Issued by:</td>
</tr>
</tbody>
</table>

Official chop: ____________________________ Date: ____________________________
部門印鑑: ____________________________ 日期: ____________________________

General Information:

- 部門/學系申請之時限免費泊車劵祇發給與公務訪客/兼職僱員使用
- 請填寫數量及理由
- 特別理由
- 簽署
- 日期
- 部門印鑑

Form DV 2022-23

香港中文大學

公務訪客及兼職僱員限時免費泊車劵申請表

(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)
Official Visitors' & Part-time Appointees' Limited Time Free Parking Coupon Usage Record
公務訪客及兼職僱員限時免費泊車券使用記錄

<table>
<thead>
<tr>
<th>Department</th>
<th>Coupons received on</th>
</tr>
</thead>
<tbody>
<tr>
<td>部門名稱:</td>
<td>收取日期:</td>
</tr>
</tbody>
</table>

S/N of Unused Coupons (if any)  No.
尚未使用泊車券(如有) 號碼: 張數: |

S/N of Newly Collected Coupons  No.
新領取泊車券號碼: 張數: |

<table>
<thead>
<tr>
<th>Date issued</th>
<th>Parking Coupons S/N</th>
<th>5 hrs 5 小時</th>
<th>10 hrs 10 小時</th>
<th>Qty 數量</th>
<th>Car Plate 車牌號碼</th>
<th>Business Nature 公務性質</th>
<th>Signature of Issuer 發出者簽名</th>
</tr>
</thead>
<tbody>
<tr>
<td>發出日期:</td>
<td>泊車券號碼:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Departments /Faculties concerned should account for usage of each and every coupon on this form. This form should be kept in safe custody for audit purpose. Please make photocopies if more forms are required.
有關部門 / 學系需在此表格填寫所有泊車券使用記錄，並需妥善保存以作核數之用。如有需要，請自行影印此表格。

For recording S/N of the parking coupons, only the first and third strings of numbers need to be filled in, i.e. 140808(000005)
如填寫的泊車券號碼為: 140808-0236-000005-0969-010, 只需填上第一組及第三組碼，即: 140808(000005)
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.

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劵，並祇發給予合資格領取之人士。
部門/學系有責任將泊車劵使用細則，通知使用者，若錯誤使用引至之損失，保安處概不負責。