

香港中文大學  
THE CHINESE UNIVERSITY OF HONG KONG  
(2025/26) 年度校園承辦商泊車證 (D/Dd/Dm) 申請表格  
(2025/26) Application Form for Campus Contractor Parking Labels (D/DD/DM)

D	Dd	Dm
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)至(丁)各欄，表格之(戊)欄須交由大學相關學系及部門批註，方可將表格交回。)  
(Please complete this form in BLOCK LETTERS. Applicant must fill in Parts A-D, and request the relevant Faculty or Unit to complete Part E before submission of 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) 有效車輛登記文件 (3) 有效車輛保險單據)  
(A first time applicant will be required to produce original or copy of documents including (1) valid Driving Licence (2) valid Vehicle Registration Document (3) valid Insurance Policy covering the vehicle.)

甲欄 Part A	申請人資料 <b>PARTICULARS OF APPLICANT</b>
<div>姓名 Name: _____ (中文)</div> <div>職業 Occupation: _____</div> <div>僱主或公司名稱 Name of Employer/Company: _____</div> <div>辦事處電話 Office Tel. No.: _____</div> <div>聯絡住址 Correspondence Address: _____</div> <div>流動電話 Mobile Tel. No.: _____</div> <div>電郵地址 (必須填寫) Email Address: (must be completed): _____</div> <div>八達通號碼 (必須填寫) Octopus No. (must be completed): _____</div> <div>駕駛執照號碼及屆滿日期 Dri. Lic. No. &amp; Exp. Date: _____</div> <div>申請理由 (必須填寫) Reason for Application (must be completed): _____</div>	
乙欄 Part B	車輛資料 <b>PARTICULARS OF VEHICLE</b>
<div>車輛登記號碼 Registration Mark: _____ <input type="checkbox"/> 電單車 M/C</div> <div>牌照屆滿日期 Licence Expiry Date: _____</div> <div>廠名 Make: _____</div> <div>顏色 Colour: _____</div> <div>製造年份 Year of Manufacture: _____</div> <div>車主姓名 Name of Registered Owner: _____</div> <div>車主與申請人之關係 Relationship with applicant: _____</div>	
丙欄 Part C	保險單資料 <b>PARTICULARS OF INSURANCE POLICY</b>
<div>保險公司 Insurance Company: _____</div> <div>保單號碼 Policy No.: _____</div> <div>保單屆滿日期 Policy Expiry Date: _____</div>	

聲明  
**DECLARATION**

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. 泊車證須張貼於車輛擋風玻璃左前方(可於前方清楚看見方式展示)。
- 六. 車輛違反大學泊車規則，可被扣押不予警告。扣押費為\$320，其後每24小時扣留費為\$320。
- 七. 如車輛多次違反大學泊車規則，保安處有權取消泊車證。

就本人所知，此申請表內容資料皆屬真實，本人亦明白，若有提供失實資料或隱瞞重要事實，獲發之泊車證可被取消及本人可被校方追究責任。

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.

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 shall be affixed on the left front side of vehicle windscreen (which is clearly visible from the front of the vehicle).
6. Vehicles in violation of the University's parking regulations may be subject to impoundment without warning at \$320 impoundment fee and \$320 storage fee for every 24 hours thereafter.
7. Repeated violations of University's parking regulations might result in cancellation of the parking label by Security Office.

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, my parking label could be cancelled and I shall render myself liable to follow-up action 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.

註：續證或外判工作完成時需交還舊證。

Note: Old label must be returned upon renewal for new label or cessation of out-source job.

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

日期 \_\_\_\_\_  
Date:

戊欄  
Part E

學系或部門主管批註  
**COMMENTS BY HEAD OF DEPARTMENT/UNIT**

本人 推薦 / 不推薦\* 發給車輛登記證予申請人，理由為(必須填寫)：  
I recommend / do not recommend\* the issue of a Campus Parking Label to the applicant for the following reasons  
(must be completed):

\_\_\_\_\_  
\_\_\_\_\_

Period from: \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ 期間由：\_\_\_\_\_ 年 \_\_\_\_\_ 月起至 \_\_\_\_\_ 年 \_\_\_\_\_ 月止

簽署  
Signature: \_\_\_\_\_

日期  
Date: \_\_\_\_\_

姓名  
Name: \_\_\_\_\_

職位  
Post: \_\_\_\_\_

學系／部門  
Dept./Unit: \_\_\_\_\_

電話  
Tel. No.: \_\_\_\_\_

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

己欄  
Part F

保安處用  
**FOR USE BY SECURITY OFFICE**

車輛登記泊車證之申請：  
Issuance of Vehicle Registration Label :

批准 / 不批准\*  
Approved / Not Approved\*

\_\_\_\_\_  
保安及交通事務處處長  
Director of Security and Transport

\_\_\_\_\_  
日期  
Date

原因: (若不批准)  
Reasons: (if not approved) \_\_\_\_\_

泊車證發出及入檔案日期  
Label issued and record entered on: \_\_\_\_\_

備註  
Remarks:

香港中文大學  
保安處  
(2025/26) 年度 - 校園承辦商泊車證

校園承辦商泊車證規則如下：

- (一) 經大學批准之承辦商如需要經常進出校園者，可申請收費泊車證，在上午七時至晚上十二時期間在校園停泊車輛。
- (二) 申請人須持有有效駕駛執照及擁有車輛(或已獲登記車主授權)。
- (三) D 證收費為每六個月\$1,200；DD 證收費為每六個月 \$1,200；DM 證收費為每月 \$300。
- (四) 只可停泊開放予訪客的「第二類」停車場，車輛不可在校園逾夜停泊。
- (五) 如獲特別批准夜泊校園，須停放在指定停車場或設有圍街板之地盤內。
- (六) 凡遺失、損毀泊車證或轉換有效泊車証至別車，收費以重新申請計算。

泊車證申請人注意：

- 所有收費泊車證之六個月有效周期皆由當年之十月份或四月份開始。

保安處  
二零二五年九月

**THE CHINESE UNIVERSITY OF HONG KONG**  
**Security Office**  
**(2025/26) Parking Labels for Campus Contractors**

Provisions on Parking Labels for Campus Contractors:

- (1) Contractors duly approved by University who require frequent access to campus can apply for a PAID parking label for parking between 7:00 a.m. and 12:00 a.m.
- (2) The applicant must possess a valid driving licence and ownership of vehicle (or authorization from the registered owner).
- (3) D label is levied at \$1,200 for 6 months; DD label at \$1,200 for 6 months; DM label at \$300 for 1 month.
- (4) Parking is only allowed on 'Cat. II' car parks which are open to visitor parking. Overnight parking on campus is not allowed.
- (5) If special permission is granted for overnight parking, the overnight parking location is restricted to designated carpark or within its own hoarding area.
- (6) Replacement for a lost, damaged label or transfer of a valid label to another vehicle will be charged at renewal rate.

Notes for Label Applicants:

- The six-month cycle for all paid labels starts either in October or April each year.

Security Office  
September 2025