#### Form DV

2025-26

## THE CHINESE UNIVERSITY OF HONG KONG

香港中文大學

#### <u>Application Form for Official Visitor's & Part-time Appointee's Limited Time Free Parking Coupons</u>

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) (請塡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衹發給與公務訪客/兼職僱員使用

叫 1/字》	《中胡之സ时光貫加单分സ發細樂	公历的合/水	柳准只仗用							
	This box is to be completed by re	questing Depa	artment/Facul	ty						
	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 √a	as app	oropriate)				
	申請 5 小時泊車券數量:									
	Application for issuan		-	-	r <del>deda</del> /. ⊨	= <del></del>				
	申請超過 30 張泊車券	<b>₹</b> ( <i>F</i>	Please state no.	& reasons )請:	<b>埧</b> 數重	<b>【</b>				
	*No. of coupons (10 hrs ) applied for:	1		(Please √a	s app	propriate)				
	申請 10 小時泊車券數量:51515( v 選取需要)									
	*Special reasons required for	issuance of 1	0 hrs parking	coupons.						
	*申請 10 小時泊車券須提供	特別理由								
	Free parking coupons yet to be u	sed upon this	application (n	nust be comp	oleted	d):				
	是次申請時尚未使用泊車券數量(必	必須填寫):				)				
			10 hrs 小時	No. 張數:	(	)				
Form comp	oleted by:									
Name:				one No:						
姓名: Fax:		<del></del>	笔	钴號碼: Date:						
「ax. 傳真:										
	nent by Head of Department /Offic	ce /Unit		□₩1. ——						
Name :		Signature:			ate:					
姓名:		簽署:			期:					
Notes on use	of Free Parking Coupons:									
	t use Octopus to enter the campus and use									
Department	coupons must first be scanned (No more t s/Faculties should keep unused coupons in	safe custody and	d issue coupons to	eligible users o	nly.	•				
Department	s/Faculties should inform users of the way	to use the coupo	ons, and the Secur	ity Office will no	ot be re	esponsible for any loss	due to wrong use of			
:he coupons The Security	Office takes 2 working days to issue new c	oupons.								
	ts /Faculties should keep Parking Co		Record for audit	purpose.						
使用免費泊			, )-b )-c .							
	輛必須使用八達通咭進入校園,並於出閘 先使用免費泊車券(每次最多衹可使用兩			八達通味中間	0					
郊門/學系	中請人須負責妥為保存所有未經使用之治	車券,並衹發統	子合資格領取之 一个	人士。						
部門/學系	有責任將泊車券使用細則,通知使用者,									
	兩個工作天以處理發出新券。 全須自行保存泊車券使用記錄,以備核!	<b>数</b> 之田。								
마 1/ 국-자	() 原		ity Office Use 保安	滅用)						
S/N of Carr	none lection.	•	*11**		onc:	Issued by				
S/N of Cou 發出泊車券	pons Issued: 號碼:			No. of Coup 張數:(	ons:	Issued by: )發 出 者:				
Received b	•				Date					
領取人: —	部門印鑑	•			日期	•				

### Official Visitor's & Part-time Appointee's 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

Department 部門名稱:			Coupons re 	Coupons received on 			
	l Coupons (if any) 為(如有) 號碼:		No. 張數:				
	Collected Coupons 號碼:	No. 張數:					
Date issued 發出日期	Parking Coupons S/N 泊車券號碼	5 hrs 5 小時	10 hrs 10 小時	Qty 數量	Car Plate 車牌號碼	Business Nature 公務性質	Signature of Issuer 發出者簽名
				-			

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紀錄,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 140808-0236-000005-0969-010  $^{,}$  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, 衹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(每次最多衹可使用兩張),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,並衹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,若錯誤使用引至之損失, 保安處概不負責。