

香 港 中 文 大 學  
THE CHINESE UNIVERSITY OF HONG KONG  
(2025/26) 年度 (S) 類泊車證申請表格  
(2025/26) Application Form for Type (S) Parking Labels

Label Expiry:
核對人員簽署： Checked by:
Date:

(此表格請用**正楷**填寫。申請人須填妥(甲)至(丁)各欄。校友會幹事或擔任名譽職務之申請人請將(戊)欄交有關部門/學系主管批註，方可將表格交回。)  
(Please complete this form in **BLOCK LETTERS**. Applicant must fill in Parts A - D. In the case of Alumni Association office bearers or appointees on honorary appointment, Part E should be endorsed by Head of relevant Office/Department before the 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>
申請人身份 (請✓選適合項目)： Capacity of Applicant (Please ✓ as appropriate): <input type="checkbox"/> 現屆校友會幹事 Current office bearer of Alumni Association <input type="checkbox"/> 名譽高級/名譽研究員 Honorary Senior/Honorary Research Fellow <input type="checkbox"/> 名譽/兼任教員 Honorary/Adjunct Teaching Staff (請註明) (please specify): _____ <input type="checkbox"/> 具十年或以上服務年期的合資格退休僱員 (新申請者需出示相關文件) Eligible Retiree with 10 years or more service (new applicant must produce relevant document)	
姓名 Name: _____ (中文) 學系/部門 Department / Unit: _____ 所屬校友會(如適用) Alumni Assn. affiliated with (if applicable): _____ 聯絡地址 Correspondence Address: _____ 八達通號碼 (必須填寫) Octopus No.: (must be completed): _____ 退休/合約終止日期 (如適用) Retirement/Contract Ends: (if applicable) _____ 流動電話 Mobile Tel. No.: _____ 電郵地址 Email Address: _____ 駕駛執照號碼及屆滿日期 Dri. Lic. No. & Exp. Date: _____	
乙欄 Part B	車輛資料 <b>PARTICULARS OF VEHICLE</b>
車輛登記號碼 Registration Mark: _____ <input type="checkbox"/> 電單車 M/C 廠名 Make: _____ 顏色 Colour: _____ 製造年份 Year of Manufacture: _____ 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.	
丙欄 Part C	保險單資料 <b>PARTICULARS OF INSURANCE POLICY</b>
保險公司 Insurance Company: _____ 保單號碼 Policy No.: _____ 保單屆滿日期 Policy Expiry Date: _____	

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. 泊車證須張貼於車輛檔風玻璃左前方(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。

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.

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：保安處需時兩個工作天核實及處理申請續證/發證事宜，續證時須交還舊證註銷。

Note: Security Office takes two working days to verify and process renewal/new issue of labels. Old label must be returned upon renewal for new label.

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

日期 \_\_\_\_\_  
Date:

戊欄  
Part E

學系/部門主管批註  
**COMMENTS BY DEPARTMENT CHAIRMAN / HEAD OF OFFICE**

(擔任名譽教學或研究職務之申請人請交有關學系系主任批註。校友會幹事請交校友事務處處長批註。)  
(To be endorsed by Chairman of relevant Departments for honorary/adjunct teaching or research staff, or by the Director of Alumni Affairs Office for Alumni Association office bearers.)

本人 推薦 / 不推薦\* 發給泊車證予申請人，原因如下(必須填寫)：

I recommend/do not recommend\* the issuance of parking label to the applicant for the following reasons (must be completed) :

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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**

泊車證之申請：  
Issuance of Parking 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 – S類泊車證

S類泊車證規則如下:

- (1) S類泊車證可於星期六/星期日/公眾假期於校園免費泊車。
- (2) S類泊車證祇發予家庭用途之載客車輛、登記車主屬申請人或其配偶，而申請人須持有有效駕駛執照。
- (3) 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。
- (4) 適用之持證人身分如下列：
  - 現屆校友會幹事
  - 名譽教學職務者:-  
Honorary Professors/ Honorary Associate Professors/ Honorary Assistant Professors/ Honorary Senior Lecturers/ Honorary Assistant Lecturers/ Honorary Scholars/ Honorary Visiting Professors/ Honorary Visiting Senior Lecturers/ Honorary Visiting Lecturers/ Honorary Visiting Lectures (Clin)/ Honorary Visiting Scholars
  - 兼任教學職務者:-  
兼任教授/兼任副教授/兼任助理教授
  - 名譽高級研究員/名譽研究員
  - 具十年或以上服務年期的合資格退休僱員

附註：補領遺失或損毀泊車證，首次每枚收費\$30，同年內再次補領之費用為\$100。

保安處  
二零二五年九月

THE CHINESE UNIVERSITY OF HONG KONG

Security Office

(2025/26) Type (S) Parking Labels

Provisions on Type S Parking Labels:

- (1) Type S labels can enjoy free parking on campus on Saturday/ Sunday/ Public Holiday.
- (2) Type S labels are issued to passenger vehicles (domestic use only) under the name of applicant/spouse and applicant must a valid driving licence.
- (3) Parking allowed on 'Cat. II' car parks which are open to visitor parking. Overnight parking on campus is not allowed.
- (4) Eligible applicants are as follows:
  - Current office bearers of Alumni Associations
  - Honorary teaching staff: -  
Honorary Professors/ Honorary Associate Professors/ Honorary Assistant Professors/ Honorary Senior Lecturers/ Honorary Assistant Lecturers/ Honorary Scholars/ Honorary Visiting Professors/ Honorary Visiting Senior Lecturers/ Honorary Visiting Lecturers/ Honorary Visiting Lectures (Clin)/ Honorary Visiting Scholars
  - Adjunct teaching staff: -  
Adjunct Professors/ Adjunct Associate Professors/ Adjunct Assistant Professors
  - Honorary Senior Research Fellows/ Honorary Research Fellows
  - Eligible Retirees with 10 years or more service

Remarks: 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.

Security Office  
September 2025