

Personal Data 個人資料

香港中文大學

THE CHINESE UNIVERSITY OF HONG KONG

(2025/26) 年度職員泊車證 (A/A_R/E)申請表格

(2025/26) Application Form for Staff Parking Labels (A/A_R/E)

A	AR	E
Label Expiry:		
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，方可將表格交回。)
(Please complete this form in **BLOCK LETTERS**. Applicant must fill in Parts A-D 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 PARTICULARS OF APPLICANT					
申請人身份 (請✓選適合項目) /Capacity of Applicant (Please ✓ as appropriate):						
<input type="checkbox"/> 中大 (甲/乙/丙類服務條件)全職僱員 Full-time staff of CUHK (Terms A/ B /C)						
<input type="checkbox"/> 部分時間受聘僱員(甲類/醫管局)及相類服務條件 Fractional-time appointees on Terms (A/HA) & equivalent terms						
<input type="checkbox"/> 中大醫管局全職僱員 Full-time staff of CUHK (HA Terms)						
<input type="checkbox"/> 香港生物科技研究院全職僱員 Full-time staff of HKIB						
<input type="checkbox"/> 書院資深導師 Senior College Tutor						
<input type="checkbox"/> 其他獲行政事務委員會批准之個案 Such other cases approved by AAC						
姓名 Name : (English) _____ (中文) _____						
學系/部門 Department/Unit : _____						
配偶姓名及職員證編號(如適用) Spouse's Name & Staff ID No.(if applicable) : _____						
住址 Residential Address : _____						
電郵地址 Email Address: _____						
八達通號碼 (持有中大通無須填寫) Octopus No. (not applicable to CULINK Holder) : _____						
職員中大通號碼 Staff CULINK No. : _____						
退休/合約終止日期 Retirement/Contract Ends : _____						
辦事處電話 Office Tel. No. : _____						
流動電話 Mobile Tel. No. : _____						
駕駛執照屬於 <input type="checkbox"/> 本人 <input type="checkbox"/> 配偶 Dri. Lic. Belongs to : Applicant Spouse						
駕駛執照號碼及屆滿日期 Dri. Lic. No. & Exp. Date : _____						
乙欄 Part B	車輛資料 PARTICULARS OF VEHICLE					
<table><tr><td>(1) A 或 (2) AR 證 / (1) A or (2) AR Label <input type="checkbox"/> 電單車 M/C <input type="checkbox"/> 充電車 EV (✓ 如適用/Where Applicable)</td><td>第二輛車 (一證兩車) / 2nd Car (For 1 Label 2 Cars) (3) E1 證 / (3) E1 Label <input type="checkbox"/> 電單車 M/C <input type="checkbox"/> 充電車 EV</td><td>(4) E2 證 / (4) E2 Label <input type="checkbox"/> 電單車 M/C <input type="checkbox"/> 充電車 EV</td></tr></table>				(1) A 或 (2) AR 證 / (1) A or (2) AR Label <input type="checkbox"/> 電單車 M/C <input type="checkbox"/> 充電車 EV (✓ 如適用/Where Applicable)	第二輛車 (一證兩車) / 2nd Car (For 1 Label 2 Cars) (3) E1 證 / (3) E1 Label <input type="checkbox"/> 電單車 M/C <input type="checkbox"/> 充電車 EV	(4) E2 證 / (4) E2 Label <input type="checkbox"/> 電單車 M/C <input type="checkbox"/> 充電車 EV
(1) A 或 (2) AR 證 / (1) A or (2) AR Label <input type="checkbox"/> 電單車 M/C <input type="checkbox"/> 充電車 EV (✓ 如適用/Where Applicable)	第二輛車 (一證兩車) / 2nd Car (For 1 Label 2 Cars) (3) E1 證 / (3) E1 Label <input type="checkbox"/> 電單車 M/C <input type="checkbox"/> 充電車 EV	(4) E2 證 / (4) E2 Label <input type="checkbox"/> 電單車 M/C <input type="checkbox"/> 充電車 EV				
車輛登記號碼 Vehicle Registration No.						
車輛牌照屆滿日期 Vehicle Licence Expiry Date						
車輛廠名 Vehicle Make						
顏色及製造年份 Colour & Year of Manufacture						
保險公司及保單號碼 Insurance Company & Policy No.						
保單屆滿日期 Insurance Policy Expiry Date						
車主姓名* Name of Registered Owner						
車主與申請人之關係 Relationship with Applicant						
(1) A –適用於中大及相關單位在職僱員(持有有效駕駛執照)。For active staff of CUHK & related units (with valid driving licence). (2) AR –適用於居住校園宿舍的中大在職僱員(持有有效駕駛執照)。For active staff with allocated quarter on campus (with valid driving licence). (3) E1 –適用於居住校園宿舍的中大在職僱員之同住家庭成員。For residing family members of active staff with allocated quarter on campus. (4) E2 –適用於中大在職僱員(沒有駕駛執照) [註: 職員泊車規則 (三)]。For active staff of CUHK (without driving license) [Note: Parking Label Provision (3)].						
*車輛需為僱員/配偶名下，若車輛以公司名義登記，請附證明僱員/配偶屬公司董事身份之公司註冊文件副本。 Vehicle shall be under the name of staff/spouse. If it is under the name of a company, copy of company registration document with the staff/spouse as a director shall be provided.						

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及泊車證規則(見申請表第3頁)。

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。

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紀律處分。

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 and Provisions for Staff Parking Labels (see page 3 of application form).

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; and
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.

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 disciplinary action taken 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.

(2025/26) 年度職員泊車證 (A/AR/E) 申請注意事項

職員泊車證規則：

*根據2023年9月12日舉行的第9次 (2023年) AAPC會議，由2023/24泊車證年度 (10月1日至翌年9月30日) 起，每張A/AR/E泊車證將收取港幣1,500元的年度費用，惟大學在首3年內提供年費減免安排。除此申請表外，申請人必須填妥付上的「職員泊車證年費繳付同意書」。

- (一) 合資格申請人(持有有效駕駛執照)，車輛為本人或配偶名下，可申請壹枚A證(非住校職員適用)，或壹枚AR證(住校職員適用)。該證可登記不超過兩部車輛號碼，惟同一時間只能有一部展示該證的車輛可使用職員泊車設施。
- (二) 合資格住校職員除可獲發壹枚AR證外，亦可申請壹枚E1證，供其同住家人使用。第二輛車須為本人/配偶或同住家屬名下擁有。
- (三) 全職僱員(沒有有效駕駛執照)，車輛為本人或配偶名下，可申請壹枚E2證。AAPC於2023年9月12日決議，由泊車證年度(2023/24) 開始，除更新現有E2證外，將不接受新E2證申請。
- (四) 展示有效A/AR證的車輛，可停泊校園所有停車場(專用/預留車位除外)，包括在泊車管制區(即中央道或以南區域)的「第一類」停車場(主要為室內車場)及「第二類」停車場(主要為室外車位並同時開放予訪客泊車)。
- (五) 展示有效E證(E1/E2)的車輛，可停泊校園部份停車場，包括泊車管制區外停車場，及管制區內「第二類」停車場(主要為室外車位並同時開放予訪客泊車)。E證車輛不可停泊「第一類」停車場(主要為室內車場)以及專用/預留車位，惟港鐵A出口旁屬「第一類」停車場可供E證車輛使用。
- (六) 泊車證須張貼於車輛擋風玻璃左前方(可於車輛前方清楚看見方式展示)，所有泊車證祇發予作非商業用途之載客車輛。
- (七) 所有車輛如停泊在管制區內車位(職員有證車輛在宿舍範圍除外)，必須於每日凌晨三時前駛離。
- (八) 持有A/AR證車輛，如偶需在校園逾夜泊車，可向保安處購買逾夜泊車准許證(每晚\$20)，時段不可超過連續七个工作日(在該時段前、後或其中的星期六、日及公眾假期亦可一併購買)。准許證需於車內司機位前方清楚展示，惟逾夜泊車地點只限於上海總會室外停車場。
- (九) 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。
- (十) 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。

(2025/26) Staff Parking Labels (A/AR/E) Application Provisions

Provisions for Staff Parking Labels

* Pursuant to 9th (2023) AAPC Meeting held on 12 Sep 2023, with effect from Label Year 2023/24 (1 Oct to 30 Sep), an annual label fee of HK\$1,500 will be charged for each A/AR/E label issued. Concessions will be given by the University during the initial 3 years. Apart from this application form, applicants are required to fill in the attached 'Agreement for Payment of Annual Label Fee for Staff Parking Label'.

- (1) Eligible applicant (with a valid driving license) with vehicle registered in name of applicant/spouse can apply for ONE A label (for non-resident staff) or ONE AR label (for resident staff). The label could list up to two car numbers but only one vehicle displaying that label is entitled for staff parking facilities on the campus at the same time.
- (2) For resident staff issued with an AR label, ONE E1 label for use by family member(s) may also be applied for. The second vehicle has to be registered in name of applicant/spouse or residing family member(s).
- (3) Full-time staff (without a valid driving license) with vehicle registered in name of applicant/spouse can apply for an E2 label. As per AAPC's resolution on 12 Sep 2023, apart from renewal of existing E2 labels, no new applications of E2 labels will be accepted from Label Year (2023/24) onwards.
- (4) Vehicles displaying a valid A/AR label can park in any car parks on campus (except designated parking spaces), including Cat. I car parks (mostly indoor car parks) within 'Controlled Areas' (i.e. car parks on or south of Central Avenue) and Cat. II car parks (mostly outdoor car parks also open to visitor parking) within 'Controlled Areas'.
- (5) Vehicles displaying a valid E label (E1/E2) can park in certain car parks on campus, including those outside 'Controlled Areas' and Cat. II car parks (mostly outdoor car parks also open to visitor parking) within 'Controlled Areas'. E label vehicles are not allowed to park at Cat. I car parks (mostly indoor car parks) and designated parking spaces with the exception of the Cat. I outdoor carpark adjacent to MTR Exit A.
- (6) Labels shall be affixed on the left front side of vehicle windscreen (which is clearly visible from the front of the vehicle). Labels are only issued to passenger vehicles for domestic use only.
- (7) All vehicles parked in any car parks (except resident staff label vehicles at respective quarters) within the 'Controlled Areas' (i.e. areas on or south of Central Avenue) MUST be vacated by 3:00 a.m. each day.
- (8) Vehicles with A/AR labels, if overnight parking is necessary on an occasional and short-term basis, may purchase an overnight parking permit from Security Office (\$20 per night) for a continuous period not more than 7 working days (Sat, Sun & PH immediately before, after or intervening this period may be purchased at the same time). Vehicles displaying the permit conspicuously inside in front of the driver's seat can park overnight at Shanghai Fraternity Association outdoor carpark during the period covered by the permit.
- (9) 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.
- (10) Vehicles in violation of the University's parking regulations may be subject to impoundment without warning at \$320 impoundment fee and HK\$320 storage fee for every 24 hours thereafter.

註 Note: 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，RFID 則予以保留繼續使用。但如離職，泊車證及 RFID 須一同交還作註銷之用。Security Office takes 2 working days to verify and process renewal/new issue of labels. Upon renewal of parking label, old label has to be returned while RFID is to be retained. However, both label and RFID have to be returned upon cessation of employment for cancellation.

申請人簽署 _____
Signature of Applicant:

日期 _____
Date:

戊欄 Part E	
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批准 / 不批准 *
Approved / Not Approved*

日期
Date

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

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

	身份核實 Status Verification
	合約僱員 Contract Terms
	合約終止日期 Contract Ends

備註
Remarks:

職員泊車證 (A/AR/E) 年費繳付同意書

根據 2023 年 9 月 12 日舉行的第 9 次 (2023 年) AAPC 會議，由 2023/24 泊車證年度 (10 月 1 日至翌年 9 月 30 日) 起，每張 A/AR/E 泊車證將收取港幣 1,500 元的年度費用 (不設退還)。傷健駕駛者可免除年費，而電單車將收取一半的費用。

泊車證有效期最長為該年度所涵蓋的 12 個月，由發出日期起至翌年 9 月 30 日或合約屆滿 / 退休日期為止 (以較早者為準)，期間有關職員須符合相關泊車證類別的申請資格。

為方便順利過渡到上述收費安排，大學在首 3 年內將提供以下年費減免：

泊車證年度 (10 月 1 日至 9 月 30 日)	年費減免幅度	需付年費	# 每季度費用 (如適用)
2023/24	100%	\$0	\$0
2024/25	67%	\$500	\$125
2025/26	33%	\$1,000	\$250
2026/27	0%	\$1,500	\$375

注：- 所需繳付的費用為泊車證有效期內所涵蓋的季度數目：第 1 季度 (10 月至 12 月)；第 2 季度 (1 月至 3 月)；第 3 季度 (4 月至 6 月)；及第 4 季度 (7 月至 9 月)。如泊車證有效期在一個季度的前半部分，該季度將不會作收取費用計算，但如到期日在該季度的後半部分，則該季度將會收取費用。

第一部分 (申請人須連同泊車證申請表格一併填寫)

就我現在申請 A/AR/E 泊車證 (新申請或更新)，本人已閱讀上述條文並同意繳付泊車證年費，以及知悉該費用將不予退還，所需費用會由保安處根據上述條文計算。在申請人領取新申請/更新的泊車證後，所需費用將透過以下方式繳付：☐ 財務處直接由薪金中扣除 (適用於有大學支薪帳戶的人士) 或 ☐ 向保安處繳付現金/支票「香港中文大學」(只適用於沒有大學支薪帳戶的人士)。
* ☐ 請選擇其一

領取泊車證授權人士 (如適用)

我特此授權 _____ (姓名) 持有中大通 (No. _____) 或香港身份證 (No. _____) 作為我的授權人，代表我領取泊車證。

申請人姓名	職員編號	申請人簽名	申請日期
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第二部分 (保安處在收到泊車證申請後填寫)

車輛登記號碼：_____ 泊車證編號：_____ 泊車證年份：_____
泊車證到期日：_____ 收費季度數目：_____ 泊車證費用：_____
RFID 電子標籤：☐ 已附加 (新申請泊車證) ☐ 未附加 (更新泊車證)

第三部分 (由申請人或獲授權人士在領取泊車證時確認)

我確認領取新申請/更新泊車證 (連同 RFID 電子標籤 - 如適用)。大學將根據第二部分所列的資料收取所需繳付泊車證年費：

申請人姓名 / 授權人	申請人簽名 / 授權人	領取泊車證日期
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Agreement for Payment of Annual Label Fee for Staff Parking Labels (A/AR/E)

Pursuant to 9th (2023) AAPC Meeting held on 12 Sep 2023, with effect from Label Year 2023/24 (1 Oct to 30 Sep), an annual label fee of HK\$1,500 (which is non-refundable) will be charged for each A/AR/E label issued. Label fee for disabled drivers will be waived while motor-cycles will be charged at half.

The maximum validity period of a parking label is 12 months within the said Label Year, counting from the issue date up to 30 Sep of the following year or the contract-end date / retirement date (whichever is the earliest). During the validity period, the staff concerned shall meet the stipulated eligibility criteria for that category of parking label.

To facilitate a smooth transition to the new fee-charging arrangements, the following concession rate(s) in the initial 3 years will be offered :-

Label Year (1 Oct - 30 Sep)	Concession Rate	Annual Fee Payable	# Fee for Each Quarter (where applicable)
2023/24	100%	\$0	\$0
2024/25	67%	\$500	\$125
2025/26	33%	\$1,000	\$250
2026/27	0%	\$1,500	\$375

Notes:- The amount of fee payable depends on the number of Qtrs covered by the validity period : 1st Qtr (Oct-Dec); 2nd Qtr (Jan-Mar); 3rd Qtr (Apr-Jun); and 4th Qtr (Jul-Sep). If the label expiry date falls within the first half of a Qtr, then no fee for that Qtr will be charged. If the label expiry date falls within the second half of a Qtr, then a fee will be charged for that Qtr.

Part I (to be completed by applicant together with label application form)

In connection with my application (new or renewal) of A/AR/E parking label, I have read the above information and agreed to pay an annual label fee, which is non-refundable and will be calculated by Security Office as per above table. Payment will be made after receipt of the new / renewed parking label by way of * ☐ deduction of salary by Finance Office (for those with CUHK payroll account); or * ☐ cash or cheque payment (to 'The Chinese University of Hong Kong') to Security Office (only for those without CUHK payroll account). * ☐ Please choose either one

Authorized person for collection of label (where applicable)

I hereby appoint _____ (name) of CULink (No. _____) or HKID (No. _____) as my authorized person to collect the parking label on my behalf.

Name of Applicant

Staff No.

Signature of Applicant

Date of Application

Part II (to be completed by Security Office upon receipt of label application)

Car Registration No.: _____ Label No. : _____ Label Year : _____

Label Expiry Date : _____ Fee Charging Qtrs : _____ Label Fee : _____

RFID e-Tag : ☐ Attached (New Application) ☐ Not Attached (Renewal)

Part III (to be acknowledged by applicant or authorized person upon collection of label)

I acknowledge receipt the new / renewed parking label (and RFID e-Tag where applicable) which will be charged by the University according to the label fee as stated at Part II:

Name of Applicant /
Authorized Person

Signature of Applicant/
Authorized Person

Date of Receipt