Form Dc
表格 Dc
2026/27

Personal Data 個人資料

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

香 港 中 文 大 學
THE CHINESE UNIVERSITY OF HONG KONG
(2026/27)年度認可駐校承辦商/機構泊車證(DC)申請表格
(2026/27) Application Form for Authorized Campus Based Contractor/Organisation Parking Labels (Dc)

(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)欄須交由相關大學單位批註，方可將表格交回。)
(Please complete this form in **BLOCK LETTERS**. Applicant must fill in Parts A-D, and pass to the relevant University Unit for completion of 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 PARTICULARS OF APPLICANT

姓名
Name: _____ (_____)
(中文)

職業
Occupation: _____

僱主或公司名稱
Name of Employer/Company: _____

住址
Residential Address: _____

電郵地址 (必須填寫)
Email Address **(must be completed)**: _____

流動電話
Mobile Tel. No.: _____

駕駛執照號碼及屆滿日期
Dri. Lic. No. & Exp. Date: _____

辦事處電話
Office Tel. No.: _____

乙欄 Part B — 車輛資料 PARTICULARS OF VEHICLE

車輛登記號碼
Registration Mark: _____ ☐ 電單車 M/C

牌照屆滿日期
Licence Expiry Date: _____

廠名
Make: _____

顏色
Colour: _____

製造年份
Year of Manufacture: _____

保險公司及保單號碼
Insurance Co. & Policy No.: _____

保單屆滿日期
Policy Expiry Date: _____

車主姓名
Name of Registered Owner: _____

車主與申請人之關係
Relationship with applicant: _____

丙欄 Part C — 申請理由(必須填寫) REASON FOR APPLICATION (must be completed)

_____

_____

_____

丁欄
Part D

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。

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

負責管理有關駐校承辦商/機構大學單位推薦
RECOMMENDATION BY UNIVERSITY UNIT RESPONSIBLE FOR CAMPUS BASED CONTRACTOR / ORGANISATION

此項申請：推薦/不推薦* Application recommended/not recommended.*

理由(必須填寫) Reasons (must be completed) : _____

_____

_____

簽署
Signature: _____

日期
Date: _____

姓名
Name: _____

職位
Post: _____

大學單位
University 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

(2026/27) 年度 - 認可駐校承辦商/機構泊車證

認可駐校承辦商/機構泊車證規則如下:

(一) 駐校承辦商/機構而經大學批准者得免費獲發泊車證；

(二) 申請人須持有駕駛執照及為登記車主；

(三) 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；及

(四) 因泊車證遺失或損毀而需要補發者，須繳費用每枚$30，同年內再次補領之費用為$100。

保安處
二零二六年九月

THE CHINESE UNIVERSITY OF HONG KONG

Security Office

(2026/27) Parking Labels for Authorized Campus Based Contractor/Organisation

Provisions on Parking Labels for Authorized Campus Based Contractor/Organisation:

(1) No fee is charged for the issue of labels to campus based contractor/organisation approved by the University;

(2) Applicant shall possess a driving licence and vehicle ownership;

(3) Parking is only allowed at 'Cat. II' carparks which are open to visitor parking. Overnight parking on campus is not allowed; and

(4) 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 2026