

聯絡資料  
**CONTACT INFORMATION**

機密  
CONFIDENTIAL

- ☐ 新申請 New Apply  
☐ 更改資料 Change Information

物業單位

Premises	座別 Block / 獨立屋 House	樓層 Floor	單位 Unit / 商戶 Shop	車位 Car Park	物業 Property
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**收集個人資料聲明**

管理服務中心需掌握業戶最新的通訊地址及緊急聯絡電話，供下列兩種情況下使用：

一般聯絡 - 以確保所有聯絡函件，包括每月繳費通知單，能準確投寄，避免郵誤。

緊急聯絡 - 從過往經驗，萬一危急事件發生，而業戶又不在其物業內，管理服務中心實需備有業戶及其緊急聯絡人的緊急聯絡電話，以便阻止事件擴散，減輕損失。

你的資料將絕對保密；惟在有需要時，上述資料或會轉交予停車場代理人；或其他獲法例授權可取用資料之人士或團體，而毋須事先通知。如果你選擇不提供個人資料及詳情，我們可能無法聯絡你。根據《個人資料(私隱)條例》，你有權要求查閱及改正資料表上所填報的個人資料。如你欲行使這項權利，請填妥個人資料私隱專員公署的「查閱資料要求表格」(OPS 003)，並郵寄至當值主管，地址為 \_\_ (物業地址及名稱) \_\_。

**Personal Information Collection Statement**

Management Services Centre has to acquire the updated corresponding address and emergency contact Tel. No. of every Occupant for :

General Contact --- To ensure all correspondences, including the monthly DEBIT NOTE, can reach the Occupant without postal delay.

Emergency Contact --- Experience revealed that Occupants may not always stay in the premises. It is therefore necessary for Management Services Centre to possess the emergency contact Tel. Nos. of Occupants and **their Emergency Contact Person(s)** for immediate contact in case of emergency so as to tackle the matter immediately and minimize loss.

Your information will be kept confidential. The data may be, if and when necessary, transferred to the Companies in activities relating to the carpark operator or its agents, or the persons or parties authorized by law without any prior notice. If you decide not to provide the aforesaid data, we may not be able to contact you. Under the Personal Data (Privacy) Ordinance, you have the right to request access to, and to request correction of, your personal data in relation to your information. If you wish to exercise these rights, please complete the Data Access Request Form (OPS 003) specified by the Privacy Commissioner for Personal Data and send to our Duty-in-Charge at \_\_ (property name) \_\_ Services Centre at \_\_ (property address) \_\_.

<b>業戶資料 Particulars of Occupant</b>		<input type="checkbox"/> 業主 Owner <input type="checkbox"/> 租戶 Tenant		佔用者名義 Occupied by <input type="checkbox"/> 個人 Personal <input type="checkbox"/> 公司 Company	
業戶名稱 Name of Occupant	中文 Chinese				
	英文 English				
聯絡人資料 Information of Contact Person	若聯絡人並非業戶本人，或業戶是以公司名義佔用單位，須填寫此欄。 Please fill in if different from the "Name of Occupant" above or the Occupancy is a company.				緊急聯絡電話 Emergency Contact Tel. No.
	姓名 Name	中文 Chinese			
		英文 English			
	其他聯絡方式 Other Contact Method	<input type="checkbox"/> Whatsapp <input type="checkbox"/> 微信 WeChat <input type="checkbox"/> LINE <input type="checkbox"/> 其他 Others (註明 Specify: _____)			
通訊地址 Correspondence Address	若業戶欲將所有有關聯絡，包括每月繳費通知單，投寄上列物業以外的地方，請填寫此欄。 Please fill in if the Occupant wishes to send all correspondences to an address different from above premises, including the monthly DEBIT NOTE.				
緊急聯絡人資料 Information of Emergency Contact Person(s)	中文姓名 Chinese Name	英文姓名 English Name		緊急聯絡電話 Emergency Contact Tel. No.	
	其他聯絡方式 Other Contact Method	<input type="checkbox"/> Whatsapp <input type="checkbox"/> 微信 WeChat <input type="checkbox"/> LINE <input type="checkbox"/> 其他 Others (註明 Specify: _____)			

**重要 Important**

- 倘 台端是租戶，請出示業主授權書或“租約”副本。  
Please present the Owner's authorization or copy of "Tenancy Agreement" if you are a Tenant.
- 送交此聯絡資料時，請封密及寫上“機密”字樣，致物業經理收，並請寄往或遞交至管理服務中心，以避免 台端之個人資料外洩。  
When returning this CONTACT INFORMATION, please mark "CONFIDENTIAL" and for the attention of Property Manager on the sealed envelope and mail or forward to Management Services Centre. This is to avoid the disclosure of your personal information.

倘 台端在本物業之停車場擁有車位，請填報背頁之“業戶停泊車輛登記表”。  
Please fill in the "PARKING REGISTRATION" overleaf if you possess any parking space in the carpark of the property.

上列資料若有更改，本人 / 我們當即通知管理服務中心。  
I / We shall notify Management Services Centre at once if there is any change of the above information.

簽署及公司圖章 (如適用)  
Authorized Signature and Company Chop (if applicable)

簽署人姓名  
Name of Signatory \_\_\_\_\_  
(請用正楷 BLOCK LETTERS)

日期  
Date \_\_\_\_\_  
日 D 月 M 年 Y

管理服務中心專用 FOR MANAGEMENT SERVICES CENTRE USE ONLY	Data Inputted on	Handled by	Reviewed by	Remarks

## 業戶停泊車輛登記表 PARKING REGISTRATION

車位業主及車位租戶，均須向管理服務中心索取及填報業戶停泊車輛登記表，以便安排登記資料。

未向管理服務中心辦妥登記手續之車輛均不准駛入。(有關詳情，請另參閱“停車場守則”，若未獲派發，請逕向管理服務中心索取。)

Both carpark Owners and Tenants are required to complete and return the PARKING REGISTRATION to Management Services Centre, for updating purpose.

Any vehicles without this parking registration with the Management Services Centre will be subjected to entry refusal.

(For more details, please also refer to "Carpark Regulations" or approach the Management Services Centre if you do not have a copy.)

	1	2	3	4	5
車位 Space					
車牌號碼 Vehicle No(s)	<p>若業戶擁有超過一部之車輛，而欲在不同時間交替停泊於同一車位，業戶須登記此等車輛之車牌號碼於下列空格，以便識別。 業戶須要申請上述交替停泊，管理服務中心當盡力協助；惟接納與否，須按照管理服務中心對實際情況之評估而定。 再者，若是車位租用人，請預先得到車位登記業主之同意。</p> <p>If Owners / Occupants with more than one car wish to park alternately in the same parking space at different intervals, they should provide the additional vehicle number(s) in the spaces herebelow to the Management Services Centre for registration and security identification.</p> <p>Management Services Centre will endeavour to facilitate those who wish to park additional car(s) alternately at different intervals as mentioned above. But the acceptance of such request will depend on the situation as assessed by the Management Services Centre at their discretion.</p> <p>If you are a tenant of the parking space, please provide consent of the carpark Owner for our verification.</p>				

備註  
Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

本人 / 我們願意接受及遵守所訂定之“停車場守則”。  
I / We agree to accept and follow all related "Carpark Regulations" as stipulated.

☐ 業主 Owner  
☐ 租戶 Tenant

簽署及公司圖章 (如適用)  
Authorized Signature and Company Chop (if applicable)

簽署人姓名  
Name of Signatory \_\_\_\_\_  
(請用正楷 BLOCK LETTERS)

日期  
Date \_\_\_\_\_  
                    日 D                      月 M                      年 Y

### 管理服務中心專用 FOR MANAGEMENT SERVICES CENTRE USE ONLY

S / N of Permit / Card	Valid Period	Issued By	Issued On