

聯絡資料 Contact Information

機密
CONFIDENTIAL

收集個人資料聲明

閣下所提供的個人資料只用作聯絡用途，有關資料將絕對保密。閣下不是必須提供個人資料。但若閣下未能提供相關個人資料，我們或將無法處理閣下的要求。在未經閣下事先同意下，我們不會故意或刻意使用、披露、轉移或出售閣下的個人資料，以用作任何與以上目的無關的用途。在未取得閣下同意或未受相關法律要求的情況下，我們不會把閣下的個人資料披露予其他第三方。我們會妥善保存閣下的個人資料，只有相關授權的工作人員才可查閱閣下的個人資料。根據《個人資料(私隱)條例》，閣下有權查閱及更改閣下的任何個人資料。所有申請查閱或更改任何個人資料要求，須填妥香港個人資料私隱專員公署的「查閱資料要求表格」(OPS 003) 向我們的保障資料主任提出，並郵寄至香港九龍大角咀海帆道 11 號凱帆峇 6 樓 1 號室公關部收 (請註明“機密文件”)。

Personal Information Collection Statement

Your personal data are collected for communication only. You are not obliged to supply the personal data. However, refusal to supply may result in us being unable to process your request. We will not purposely or intentionally use, disclose, transfer or sell your personal data in such circumstances which are unrelated to the above purposes without your prior consent. We will not to disclose any personal data to any third parties except with your prior consent or required by law. All personal data you provided to us are secured with restricted access by authorized personnel only. You have the right to request access to and correction of your personal data in accordance with the provisions of The Personal Data (Privacy) Ordinance. Any data access request or data correction request may be made with completion of "Data Access Request Form" (OPS 003) specified by Office of the Privacy Commissioner for Personal Data, Hong Kong, to our Data Protection Officer by post to Public Relations Department, Citybase Property Management Limited, Unit No.1, 6/F., Hampton Loft, 11 Hoi Fan Road, Tai Kok Tsui, Kowloon and marked (Confidential).

物業資料 Property Information

| | | | | |
|----------|----------------------------|----------|-------------------|-------------|
| 物業 | | | | |
| Premises | 座別 Block / 獨立屋號碼 House No. | 樓層 Floor | 單位 Unit / 商戶 Shop | 物業 Property |

業戶資料 Particulars of Occupant ☐ 業主 Owner ☐ 租戶 Tenant 佔用者名義 Occupied by ☐ 個人 Personal ☐ 公司 Company

| | | | | |
|--|--|---|----------------------|--------------------------------------|
| 業戶/商戶名稱 Name of Occupant /Shop | 中文 Chinese | | | 業戶/商戶聯絡電話 Contact Tel. No. |
| | 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. | | | |
| | 姓名 Name | 中文 Chinese | | 聯絡電話 Contact Tel. No. |
| | | 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"/> 電郵 E-Mail : _____ <input type="checkbox"/> 其他 Others (請註明 Please 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. |
| | 1 | | | |
| | 2 | | | |
| | 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"/> 電郵 E-Mail : _____ <input type="checkbox"/> 其他 Others (請註明 Please specify: _____) | | |

重要 Important

- 倘閣下是租戶，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.

倘閣下在本物業之停車場擁有車位，請填報背頁之“業戶／租戶／訪客停泊車輛登記表”。

Please fill in the "Occupant / Tenants / Visitors 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 DD 月 MM 年 YYYY)

管理服務中心專用 For Official Use Only

☐ 已核對租約 TA checked

| | | | |
|-----------------------|----------------|----------------|------------|
| 輸入日期 Data Inputted on | 經手人 Handled by | 覆核人 Checked by | 備註 Remarks |
| | | | |

業戶／租戶／訪客停泊車輛登記表 Occupant / Tenants / Visitors Parking Registration

車位業主／租戶及訪客均須向管理服務中心索取及填報業戶／租戶／訪客停泊車輛登記表，以便安排登記資料。

若未向管理服務中心辦妥登記手續，車輛均不准駛入。

(有關詳情，請另參閱“停車場守則”物業可按需要自行填寫及修改，若未獲派發，請經向管理服務中心索取。)

All Owners / Tenants of carpark and Visitors are required to complete and return the OCCUPANT / TENANTS / VISITORS PARKING REGISTRATION to Management Services Centre, for communication purpose.

Any vehicles without parking registration with the Management Services Centre will not allowed to entry.

(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 Parking Space No | | | | | |
| <p>1. 若業主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。 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 here below to the Management Services Centre for registration and security identification.</p> <p>2. 業主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。 Management Services Centre will endeavor 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>3. 若是車位租用人，請預先得到車位登記業主之同意。 If you are a tenant of the parking space, please provide consent of the carpark Owner for our verification.</p> | | | | | |
| 車牌號碼 Vehicle No | | | | | |
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| | | | | | |
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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 ☐ 訪客 Visitor

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

日期 Date
(日 DD 月 MM 年 YYYY)

(請用正楷 BLOCK LETTERS)

| 管理服務中心專用 For Official Use Only | | | | <input type="checkbox"/> 已核對租約 TA checked |
|--------------------------------|-------------------|---------------|----------------|---|
| 許可證號碼 S/N of Permit / Card | 有效期限 Valid Period | 發出人 Issued By | 發出日期 Issued On | |
| | | | | |