

物業單位 Premises				
	座別 Block	樓層 Floor	單位 / 商戶 Unit / Shop	車位 Car Park
	物業 Property			

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的緊急聯絡電話，以便即時聯絡，阻止事件擴散，減輕損失。

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，請用書面向本公司提出。你的資料將保密；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。

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 for immediate contact in case of emergency so as to tackle the matter immediately and minimize loss.

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 write to our Company. Your information will be kept confidential. If situation requires, the data may be transferred to the Companies in activities relating to the carpark operator or its agents, or the person or party authorized by law without any prior notice.

業戶資料 Particulars of Occupant		<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 Occupant is a company.		緊急聯絡電話 Emergency Contact Tel. No.
	姓名 Name	中文 Chinese	日間 Day
		英文 English	夜間 Night
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.		
其他聯絡人資料 Information of other Contact Person	中文姓名 Chinese Name	英文姓名 English Name	緊急聯絡電話 Emergency Contact Tel. No.
			日間 Day
			夜間 Night
			日間 Day
			夜間 Night

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 Inputed on	Handled by	Reviewed by	Remarks

業戶停泊車輛登記表 PARKING REGISTRATION

租賃泊車位之業戶，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，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