

A8 – Car Park Management Policy

收費表 Charge Schedule

月租車位收費 Monthly Parking Rates

(生效日期 Effective on 1-1-2026)

車輛類型 Vehicle Type	月租收費 Monthly Rate
私家車 Private vehicles	HK \$2,200.00 / 月 (浮動車位) month (floating space)
電單車 Motorcycles	HK \$500.00 / 月 month
單車 Bicycles	HK \$300.00 / 月 month

時租車位收費 Hourly Parking Rates

(生效日期 Effective on 1-1-2026)

車輛類型 Vehicle Type	時租收費 Hourly Rate
私家車 Private vehicles	HK \$20.00 / 小時 per hour
電單車 Motorcycles	HK \$80.00 / 小時 per hour
裝 / 卸貨車輛 (僅限第四期車場) Loading / Unloading vehicles (Phase 4 Car Park Only)	(首 30 分鐘免費 Free for the first 30 minutes)

有關免費泊車優惠及優惠時段的時租收費，請參閱相關電子通告或大堂海報。

For complimentary parking or promotion of special hourly parking rate, please refer to the relevant e-circular or posters at lobbies.

違例泊車收費 Illegal Parking Charges

鎖車解鎖 Vehicle impounding	HK\$ 320.00
存放扣留車輛 Vehicle storage (on-site)	由車輛被扣留的第一天後，每日收取港幣 500 元 HK\$ 500.00 for each day after the first day during which the vehicle is detained
移走扣留車輛 Vehicle removing	HK\$ 1,000.00

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服務範圍 Service Scope

香港科學園區（下稱「園區」）提供浮動月租車位服務。

Hong Kong Science Park (the Park) offers floating monthly car parking services.

月租車位 (浮動)
Monthly parking
(Floating)

月租車位用戶可每週 7 天 24 小時使用指定停車場，適合需要無出入限制並享受固定月費便利的人士。該服務為用戶提供無限制的停泊，並保障用戶可隨時使用非固定的車位。

Monthly parking will allow users to access the nominated car park 24 hours, 7 days per week, which is popular with people who need unlimited access, and the convenience of a flat monthly rate. The service provides users with unlimited access and guarantees users a space any time, although not necessarily the same space each time for floating users.

時租車位
Hourly parking

只可使用八達通卡支付。
Payment with Octopus Card only.

停車場管理系統 Car Park Management System

所有停車場已安裝自動化停車場管理系統。

Automatic Car Park management systems are installed in all car parks.

繳費處 Location of Shroff Office

一期 Phase 1

1W 大樓地下禮賓處 Concierge at G/F of Building 1W (08:30 – 22:30)

二期 Phase 2

8W 大樓地下禮賓處 Concierge at G/F of Building 8W (08:30 – 22:30)

付款方式 Payment Method

月租車位
Monthly parking

：

- HKSTP 手機應用程式、支票、自動繳費或轉數快
HKSTP Mobile App, Cheque, Autopay or Faster Payment System (FPS)
- 繳費處設於 1W 大樓及 8W 大樓
Payment could be made at Shroff Offices located at Building 1W and Building 8W (08:30 – 22:30)

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時租車位 : • 只限八達通卡支付
Hourly parking Octopus Card only at all tolls

泊車優惠登記處 Parking Redemption Counter

一期 Phase 1

1W 大樓地下禮賓處 Concierge at G/F of Building 1W (08:30 – 22:30)

二期 Phase 2

8W 大樓地下禮賓處 Concierge at G/F of Building 8W (08:30 – 22:30)

16E 大樓地下禮賓處 Concierge at G/F of Building 16E (08:30 – 22:30)

三期 Phase 3

12W 大樓一樓禮賓處 Concierge at 1/F of Building 12W (08:30 – 18:30)

四期 Phase 4

19W 大樓一樓禮賓處 Concierge at 1/F of Building 19W (08:30 – 22:30)

香港科學園區交通及停車場規例

Traffic and Car Parking Regulations in Hong Kong Science Park

一般事項 General

1. 最高車速限制為每小時 8 公里。 駕駛者必須以安全速度駕駛。
The maximum speed limit in the Car Parks is 8 km per hour. Drivers must drive at safe speed.
2. 於行人過路處，行人可優先橫過車道。
Pedestrians shall have the right of way at designated pedestrian crossings.
3. (本)停車場使用人士必須遵守所有交通標誌，並遵從香港科技園公司或設施管理處 / 或其僱員指示停泊車輛。
Users of this Car Park must follow all traffic signs and adhere to the instructions of the Hong Kong Science & Technology Parks Corporation (HKSTP) or Facilities Management Office (FMO) and their staff while parking.
4. 香港科技園公司或設施管理處或其僱員不負責在(本)停車場內任何車輛之損毀或任何人士之傷亡事件，不限於使用者之人身損傷或財物損失。 香港科技園公司及設施管理處或其僱員無須負責車輛因停泊於(本)停車場內導致之損毀及財物被盜竊之損失，無論因其疏忽或其他任何發生於車場內之事件所導致之任何損失。
HKSTP or FMO and their staff shall not be held liable for any loss of properties or damage to any vehicles or injury or death to any person, not limited to users of this Car Park(s). HKSTP or FMO and their staff is not liable for any damage and theft to cars using this Car Park, nor for negligence or other incidents that may occur in the Car Park(s).

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5. 駕駛者應留意(本)停車場的淨空高度限制、裝置及設備，並須對因其疏忽及 / 或過失而導致(本)停車場內的裝置及設備損壞負責。
Drivers should watch out for the headroom limit, fittings and equipment in the Car Parks and be responsible for all damages to the fittings and equipment in the Car Parks due to their negligence and / or fault.
6. 根據法定要求，車主 / 駕駛者於停車後應關掉引擎。如車輛於(本)停車場 / 園區內產生噪音或造成污染，將被要求駛離。
According to statutory requirement the vehicle owner / driver is required to switch off the engine when they leave their vehicle or while waiting. Vehicles causing excessive noise or pollution within the Car Park(s) / Park will be required to leave.
7. 除必要的安全預防措施外，禁止鳴響喇叭或其他警告裝置。
The sound of horns or other warning devices, except as an essential safety precaution, is prohibited.
8. 所有駕駛者均須持有有效駕駛執照。任何學習駕駛者均不得在園區 / (本)停車場駕駛車輛。
All vehicle drivers in the Park shall hold valid driving licenses. No learner driver shall be permitted to drive vehicles in the Park / Car Park(s).
9. 香港科技園公司及設施管理處無責任查驗駕駛人士之身份證明文件及該人士是否已獲授權駕駛該車輛。其駕駛者必須持有有效的駕駛執照及為其車輛購買第三者保險，方可於(本)停車場內駕駛及停泊。
HKSTP and FMO have no obligation to check the identity of drivers, or whether they are authorized to drive the said vehicle. All drivers must have a valid driving license and third party liability insurance when driving or parking at the Car Park(s).
10. 使用者須確保車輛領有有效之保險保障及須經由其保險代理人向其他使用人追討賠償。
All vehicle owners are required to secure their own proper insurance coverage and shall file any claims for compensation by other vehicle users through their own insurers.
11. 停泊在(本)停車場的所有車輛應於擋風玻璃上展示有效的車輛登記許可證，並在車頭及車尾展示登記號碼。香港科技園公司及設施管理處保留扣押 / 拖走任何不符合上述規定的車輛之權利。
All vehicles shall at all times while parked in the Car Parks display a valid vehicle registration licence at the windscreens and registration number plates at the front and rear of the vehicles. HKSTP and FMO reserve all rights to impound / tow away any vehicles which do not comply with the captioned requirements.
12. 指定電動車停車位僅供電動車充電時停泊。所有未經授權停放的車輛可能會被扣押和 / 或拖走，恕不另行通知。
Designated electric vehicle parking space is for the charging by electric vehicles only. All unauthorized parked vehicles may be impounded and / or towed away without prior notice.
13. 除預先得到香港科技園公司或設施管理處 / 或其僱員准許外，指定之泊車位須停泊指定之車輛。
A licensed parking space is reserved for parking by the designated vehicle(s) only, unless the prior consent of the HKSTP or FMO and their staff has been obtained otherwise.

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14. 除得到香港科技園公司或設施管理處 / 或其僱員之指示外，所有車輛必須按照指示及於停車位界線停泊。任何車輛停泊於兩個或以上車位，該車輛將被扣鎖。而該車輛之車主 / 使用者須繳交該等時租車位之費用及本守則第十六項之解鎖費。

All vehicles have to be parked as indicated by the signs and floor marks in this Car Park unless otherwise directed by the HKSTP or FMO and their staff. If the vehicle is parked across two or more parking spaces, it will be impounded and the hourly parking charge for two or more parking spaces shall be levied plus the impounding charge as specified in Clause 16 below.

15. 設施管理處將按香港科技園公司的指示，對違反規定的行為進行以下處理：

- 在車輛擋風玻璃上放置書面警告；及 / 或
- 使用輪箍固定車輛或移動或放置車輛。

Infringements of the regulations shall be dealt with by the FMO under the directives of HKSTP.

- By placing a written warning on the windscreen of the vehicle; and/or
- By immobilizing a vehicle with the application of wheel gaiters, or moving or relocating it.

16. 香港科技園公司及設施管理處保留扣押 / 拖走違反下列規定的車輛之權利：

- 違反停車規定、不當或不誠實地使用停車場；
- 未經授權在限制 / 預留停車場 / 車位停泊；
- 在人行通道或其他非指定車位停泊；
- 停泊造成阻塞；
- 逆線停泊；
- 非電動車輛停泊在指定的電動車充電位；
- 電動車沒有充電或充電完成後停泊在指定電動車充電位；
- 沒有有效之牌照停泊於暢通易達停車位；
- 沒有展示有效的車輛登記牌照。

HKSTP and FMO reserve the right to impound / tow away any vehicles for breaching any of the following regulations:

- Violations of parking regulations, improper or dishonest use of the Car Parks;
- Parking in a restricted / reserved Car Park / parking space without authorization;
- Parking on a pavement OR other non-designated parking space;
- Parking causing obstruction;
- Parking against traffic flow;
- Non-electric vehicle parked at designated EV charging space;
- Electric vehicle parked at designated EV charging space without charging or after charging completion;
- Parked at accessible parking space without valid licence;
- No display valid vehicle registration licence.

17. 車輛放行前將被處以罰款，罰款金額如下：

- 車輛解鎖費用為港幣 320 元
- 拖車費用為港幣 1000 元
- 車輛儲存費用為車輛被拖第 1 天後每天港幣 500 元

A penalty will be levied before releasing the vehicle, the penalty charges are as follows:

- For impounding a vehicle: \$320
- For removing a vehicle: \$1,000
- For storing a vehicle: \$500 for each day after the first day during which the vehicle is impounded.

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18. 香港科技園公司及設施管理處不會對因移走或扣鎖車輛而造成的任何車輛損壞負責。
HKSTP and FMO shall not be liable for any damage to the vehicle occasioned by its removal or immobilization.
19. 香港科技園公司或設施管理處 / 或其僱員保留權利追討導致本停車場設施損毀或損失及任何人身損傷 / 傷亡之車主 / 駕駛者。任何駕駛人士及 / 或車主對園區 / 停車場設施造成損壞，須承擔責任並賠償香港科技園公司修理或更換受損財產的費用。如發生意外，駕駛者應立即向設施管理處 (電話：2639 8008) 報告。
HKSTP or FMO and their staff reserve the right to claim compensation against the owner and or / driver of any vehicle who has caused damage, loss or injury to any person in this Car Park(s). Any drivers and / or owners of vehicles causing damage to the Car Park(s) / Park shall bear liability and compensate HKSTP for repair or replacement of the damaged property. In case of accidents, vehicle drivers shall report to FMO (Tel.: 2639 8008) immediately.
20. 除非事先獲得香港科技園公司或設施管理處批准，否則停車位只能用於停泊車輛，不得用作其他任何用途，例如存放貨物或危險物品、車輛維修等。
Parking spaces should be used for vehicle parking only and not for any other purposes, such as storage of goods or dangerous items, vehicle repairs, etc unless with HKSTP or FMO prior approval.
21. 未經允許商用車輛不可在停車位內裝卸貨品。所有貨物的裝卸只能在指定的裝卸區進行。
Discharging goods from commercial vehicles in an unauthorized car parking space is not permitted. All loading / unloading of goods should only take place at the designed loading / unloading areas of the Car Parks.
22. 基於安全考慮及避免對車主造成干擾，汽車清潔服務只能由香港科技園公司或設施管理處授權的清潔公司進行，嚴禁未經授權的清潔工或公司於停車場內進行清潔工作。
For security reasons and to avoid disturbance to the car owners, car cleaning service can only be carried out by a cleaning company authorized by the HKSTP or FMO. Unauthorized cleaners or companies are strictly prohibited.
23. 從消防喉輶使用軟管捲盤取水作非消防用途將違反消防條例及嚴禁使用。香港科技園公司及設施管理處保留向有關當局舉報違規車主的權利。
Obtaining water from the F.S. hose reel is an infringement of the Fire Services Regulations and is strictly prohibited. HKSTP and FMO reserves the right to report the offending car owners to the Authority concerned.
24. 停車場使用者須對在(本)停車場範圍內因意外或任何其他原因造成的任何人身傷害負責。不得騷擾、威脅或危害停車場內其他車輛、人員及財產的安全。如未經合法授權，任何人士嚴禁調校(改動)或干擾停車場內之其他車輛。
Car park users shall be responsible for any personal injury inflicted by accident or any other reasons within the car park areas. They shall not disturb, threaten or endanger the security of other vehicles, persons and properties in the Car Parks. No person shall, without lawful authority, tamper with or interfere with other vehicles in the Car Parks.

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25. 駕駛者不得作出任何可能對園區造成潛在風險或其他危險或不便的行為。香港科技園公司及設施管理處保留拖走 / 移走任何被認為對園區其他車輛或使用者有潛在危險的車輛之權利。
Vehicle drivers must not do anything that may cause potential risk or other hazard or inconvenience to the Car Park(s) / Park. HKSTP and FMO reserve the right to tow away / remove any vehicle considered to have potential hazard to other vehicles or occupants of the Car Park(s) / Park.
26. 任何車輛如載有根據香港法例第 295 章《危險品條例》所列明之危險物品，被懷疑或有理由相信其足以對其它停泊於車場內之車輛，或其他人士構成危險，該等車輛將不予進入停車場。香港科技園公司或設施管理處 / 或其僱員有權拒絕有關車輛進入(本)停車場或安排移走有關車輛而不作預先通知。
Vehicles carrying dangerous goods to which the Dangerous Goods Ordinance (Cap 295) applies, or is likely to be, in such condition as to be dangerous to any person or other vehicle in car parks, shall not enter the carparks. HKSTP or FMO and their staff reserve the right to deny access or tow away those vehicles without prior notice.
27. 若車輛或其駕駛者違反本規例，香港科技園公司及設施管理處可拒絕車輛進入車場 / 園區。
HKSTP and FMO reserve all rights to allow / refuse a vehicle's entry to the Car Park(s) / Park if it or its driver is in contravention of the Regulations.
28. 請妥善鎖好車輛，不要在車內遺留任何貴重物品。 設施管理處不會接受看管任何貴重物品的請求。
Please lock up the vehicles properly and do not leave any valuable items inside the vehicle. FMO shall not entertain any request to look after any valuable items.
29. 車主須保持(本)停車場清潔。
Car owners shall keep the Car Parks clean.
30. 任何對停車場或車場管理人員之投訴，須於事發後一星期內以書面通知香港科技園公司或設施管理處 / 或其僱員。
Any complaint against this Car Park(s) or any of its officers or staff shall be made to the HKSTP or FMO and their staff in writing within 1 week after the occurrence of the incident.
31. (本)停車場使用者如欲將任何車輛拖出停車場，必須先向設施管理處提供書面申請並獲得批准。
Car park users, who want to tow away any vehicles out of the Car Parks, must first apply for prior written approval from the FMO.

時租車輛之車主需特別留意
Specifically Applicable to Hourly Parking Vehicles

32. 如任何車輛的車主或使用人在香港科技園公司或設施管理處 / 或其僱員提出付款要求的七 (7) 天之內仍不繳付本《停車場使用條例》規定應付的任何款項，或者，如果任何車輛在本停車場連續停放三十二 (32) 天或以上，經香港科技園公司或設施管理處 / 或其僱員向該車主或使用人預先七 (7) 天發出售出該車輛的通知之後，該車主或使用人仍不將車輛移出本停車場，則該車輛的擁有權將自動歸於香港科技園公司或設施管理處（無需香港科技園公司或設施管理處再行通知或採取任何其他行動），而且香港科技園公司或設施管理處 / 或其僱員在上述通知的七

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(7) 天期滿之後，有權按香港科技園公司或設施管理處認為恰當的任何方式（公開投標或拍賣或私下交易或其它方式）出售該車輛及 / 或其附件或內部物件，並以售車所得款項中收回應付給香港科技園公司或設施管理處的款項連同出售手續的一切費用和開支(包括法律費用)。該車輛的停車費應繼續按規定計算和支付，直至該車輛出售之日為止。

On default of payment of any sum payable hereunder by the owner / user of any motor vehicle within seven (7) days of a demand therefore, or in the event of any motor vehicle being parked in this Car Park for a continuous period of thirty-two (32) days or more and the HKSTP or FMO and their staff having given seven (7) days notice of the intention to sell such motor vehicle should the same not be removed from this Car Park, the ownership in the relevant motor vehicle shall automatically (without the need for further notice or any other action on the part of the HKSTP or FMO and their staff) pass to the HKSTP or FMO and their staff who shall upon the expiry of the relevant seven (7) day period the HKSTP or FMO shall be entitled to sell such motor vehicle and / or its accessories or contents by whatever means it deems fit (whether by way of public or private tender, auction or treaty or otherwise) and to recover from the proceeds of sale any money due to the HKSTP or FMO together with its costs and expenses (including legal fees) incurred in connection there with. Parking charges for any period up to the date of sale of such motor vehicle shall continue to accrue and be payable as herein provided.

月租車輛之車主需特別留意

Specifically Applicable to Monthly Parking Vehicles

33. 如駕駛者在駕駛車輛駛出停車場時，香港科技園公司或設施管理處 / 或其僱員有權要求駕駛者出示該車輛之證明文件或有效之科學園智能卡，而在月租權限有效期後產生的一切泊車費用須由該車主 / 車輛使用者負責繳交。
If the driver is driving the vehicle out of the Car Park, the HKSTP or FMO and their staff may be required to produce satisfactory proof of his (her) ownership of vehicle or “HKSP Smart Card”. Payment of all parking charges incurred beyond the monthly licensed period shall be the responsibility of the vehicle owner / user.
34. 月租車位使用者如仍未繳交過期租金，「車牌識別」功能於香港科學園停車場之授權將會被自動終止。停車場業主或設施管理處 / 或其僱員將有權扣鎖有關之車輛，在此情況下，該使用者須繳清所有欠交款項方可駛離(本)停車場。
For monthly licensed users, the access right of their “car plate recognition” will be invalidated when their Car Park licence fee is overdue. Under such circumstances, licensed users have to settle all outstanding car park charges before leaving this Car Park and the Owner of this Car Park or Facilities Management Office and their staff shall have the right to impound their vehicles for such purpose.
35. 任何車輛停泊超逾租用期，該車主 / 使用者須繳交月租費過期日零時零分起計之時租泊車費用。
For any vehicle that has been parked beyond the monthly licensed period, the owner and / or the driver of the vehicle has to pay the charge at the hourly parking rates from the expiry date of the licence before leaving this Car Park(s).
36. 如月租車位使用者未能以「車牌識別」進入本停車場，使用者應使用車場入口處之通話器要求設施管理處協助。
Should a vehicle owner / user fail to gain access into the Car Park using “car plate recognition”, the licensed user is advised to seek the assistance of the Facilities Management Office immediately by pressing the intercom at the Car Park entrance.

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37. 如果月租車位使用者在進入或離開(本)停車場時駕駛未註冊的車輛，並且該車輛無法被停車場系統識別以供車輛進出，駕駛者需要向設施管理處提供有效的車輛證明文件。所有額外的停車費用將由車主 / 駕駛者承擔。
If the monthly parking user drives an unregistered vehicle upon entry or exit of the Car Park and, the driver may be required to produce satisfactory proof of his or her ownership of vehicles to the FMO at his or her own cost. All additional parking charges incurred will be borne by the vehicles owner / user.
38. 香港科學園內所有月租停車位只供租予園內公司的租戶或特許持有人的僱員使用。
All monthly car parking spaces at HKSP can only be leased to companies that are tenants or licensees of HKSP (collectively, “Park Companies” and individually, “Park Company”) and are strictly for use by the employees of Park Companies.
39. 車位申請之決定權將根據租戶獲香港科技園公司或設施管理處分配之停車場、車位數量及當時可供出租車位之情況作為考慮因素，香港科技園公司或設施管理處保留最後決定的權利。
Car parking applications shall be considered subject to the number of car parking spaces to which a tenant is entitled and car parking spaces availability. HKSTP or FMO reserves the right to make the final decision.
40. 如發現任何租戶或特許持有人將月租車位租予第三者(包括分租或其它途徑)使用，香港科技園公司或設施管理處有權立即終止有關月租車位的使用權，恕不另行通知。
HKSTP and FMO reserves the right to immediately terminate the use of car parking space(s) by any Park Companies if it is found that or there are grounds suggesting that any such monthly parking space(s) is / are being used (whether by way of sub-letting or by any other means) by third party.
41. 香港科技園公司及設施管理處保留向違反上述(40)的有關公司採取法律行動及追討因其所導致的一切損失及開支的所有權利。
HKSTP and FMO reserve all rights to take legal action against Park Companies that are in violation of (40) above and to recover all losses and expenses that may be incurred as a result of any such violation.

規例修訂 Revision of Regulation

香港科技園公司及設施管理處有權隨時按實際情況，對《香港科學園區交通及停車場規例》進行審查和修改、修訂、新增和刪除，恕不另行通知。

These “Traffic and Car Parking Regulations in Hong Kong Science Park” could be reviewed and revised, amended, added and deleted as and when deemed necessary by HKSTP and FMO without prior notice.

A8 – Car Park Management Policy

申請程序 Application Procedures

合資格租戶 - 申請指引 For Eligible Tenants - Guidelines for Application

1. 設施管理處收到申請並核實所需文件後，將在 8-10 個工作天內授予申請人泊車權限。
Upon receipt of the application and verification of required documents, Facilities Management Office (FMO) will grant the access right to the applicant within 8-10 working days.
2. 車輛登記文件副本須連同申請表以電子郵件方式提交至 carpark@hksciencepark.org 以供查核。
Copy of Vehicle Registration Document shall be submitted with the application for reference by email to carpark@hksciencepark.org.
3. 月租車位收費：
 - 浮動車位收費 = 港幣 2,200 元/月
 - 電單車位收費 = 港幣 500 元/月

Monthly Parking fees:

 - Monthly Floating Parking Fee = HK\$2,200/month.
 - Monthly Motor Cycle Parking Fee = HK\$500/month.
4. 停車場使用有效期限為每月第一天至每月最後一天。
The validity of car park access is from the 1st calendar day to the last day of each calendar month.
5. 不按比例收費，只接受全額月費付款。
No pro-rata rates will be available, only full month payment are accepted.
6. 設施管理處授予申請人泊車權限後，將不會退還(全部或部分)已支付的月費。
After FMO has granted the access right to the applicant, refund (whole or partial) of paid monthly car park fee will not be considered at any time.
7. 所有月租車位使用者必須至少於每月 20 號或之前繳付下一個月之月費，否則設施管理處將會取消泊車權限而不作另行通知。
All parking fees for the following month shall be paid on or before the 20th calendar day of each calendar month. Otherwise, FMO will disable the parking access rights without further notice.
8. 如月租車位使用者停止使用服務或未能依照上述時間表繳付停車費，每月泊車使用權將轉予下個月輪候名單上的下一位申請人，恕不另行通知。
If the monthly car park user stops using the service or fails to settle the parking fee in accordance with the above-mentioned schedule, the monthly parking privilege will go to the next person on the waiting list in the following month without previous notice.
9. 月租車位申請須視乎有權租用的車位數量以及車位的供應情況而定。香港科技園公司保留最終決定權。
Monthly parking application shall be considered subject to the number of car park space entitled, as well as the availability of car parking spaces. HKSTP reserves the right to make the final decision.
10. 停車場使用者和登記車主應承擔所有由設施管理處向有關申請車位追討或索償之欠款或費用。
Car park user and the registered vehicle owner shall bear all outstanding payment and any charges which issued by the FMO.

香港科學園

Hong Kong Science Park

月租車位申請表 (一, 二, 三, 四, 五, 六期車場)

Register No.: _____

Handled by: _____

Monthly Parking Application Form (Phase 1, 2, 3, 4, 5 & 6 Car Park)

在遞交申請表時，申請人**必須**附上以下有效文件的副本並電郵至 carpark@hksciencepark.org，以供查核：

Applicant should submit the application form and attach the valid copies of the following documents for verification by email to: carpark@hksciencepark.org :

車輛登記證明文件 Vehicle Registration Documents
 車輛牌照 Motor Vehicle License

申請人資料 Particulars of Applicant

公司名稱 Name of Company	:
公司地址 Company Address	:
申請人姓名 Name of Applicant	:
辦公室電話 Office Tel. no.	:
電郵 E-mail Address	:
智能卡編號 Smart card no.	:

聯絡人資料 Particulars of Contact Person

聯絡人姓名 Name of Contact Person	:
聯絡電話 Contact Tel. no.	: (日間 Day) (夜間 Night)
電郵 E-mail Address	:

登記車輛資料 Particulars of Registered Vehicle

必須提供有效的車輛登記證明文件及車輛牌照副本

*Please submit a copy of valid vehicle registration document and motor vehicle license *

登記車主 Registered Vehicle Owner	:
-------------------------------	---

*如車輛的註冊車主並非申請人本人，必須同時提交車主授權使用該車輛的證明書。若車輛的註冊車主屬公司擁有，請同時帶備有關公司授權申請人使用該車輛的證明書。

*If applicant is not the registered owner of the vehicle, he / she should also submit authorization document for the use of the vehicle. If the registered owner of the vehicle is a company, the applicant should submit authorization document certified by his / her company for the use of the vehicle.

車主電話 Contact no. of Vehicle Owner	:
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車輛登記號碼 Car Registration No.	:
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車輛登記型號 Car Registration Model	:
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月租車位申請資料 Particulars of Monthly Parking

請**□**選以下需申請之項目 Please **□** as appropriate

浮動車位：港幣 2,200 元/月 Floating Parking Space (HK\$2,200/month)

電單車位：港幣 500 元/月 Motor Cycle Parking Space (HK\$500/month)

月租車位申請年度 Commencement year of the Monthly Car Park Service: _____

月租車位起始月份 Commencement month of the Monthly Car Park Service:

<input type="checkbox"/> 一月 January	<input type="checkbox"/> 二月 February	<input type="checkbox"/> 三月 March	<input type="checkbox"/> 四月 April	<input type="checkbox"/> 五月 May	<input type="checkbox"/> 六月 June
<input type="checkbox"/> 七月 July	<input type="checkbox"/> 八月 August	<input type="checkbox"/> 九月 September	<input type="checkbox"/> 十月 October	<input type="checkbox"/> 十一月 November	<input type="checkbox"/> 十二月 December

(For Phase 1 to 6)

更改資料

Amendment of Information

若以上登記資料有所更改，申請人必須填妥「月租車位資料更改表格」交予設施管理處，否則本處保留權利拒絕非登記之車輛使用停車場。

The applicant shall notify FMO of any changes of the above registered information by filling and returning the "Monthly Parking Information Amendment Form" or FMO will reserve all rights to decline any non-registered vehicle to using carpark facilities.

付款方式

Payment Method

本處接獲申請後，會於 7 個工作天內以電郵形式通知申請者其申請結果及付款方式。如申請者接獲通知申請成功而於 7 個工作天內未有繳付相關費用，將會視作放棄資格。

Upon receiving the application, FMO will send a confirmation notice of the application status and payment method within 7 working days to the email account as provided in the application form. The applicant is required to settle the relevant carpark payment within 7 working days once receiving the notice or the carpark application will be forfeited.

個人信息收集聲明

Personal Information Collection Statement

個人資料的提供純屬自願性質。倘若閣下未能提供相關個人資料，可能會導致本公司無法提供閣下於此表格所要求的產品或服務。所收集的個人資料將用於處理與申請月租車位有關的事宜。如有需要，有關資料可能被披露或被送交香港科技園公司作其他用途或授權處理有關資料的部門及其他組織或機構。根據「個人資料（私隱）條例」第 486 章，閣下有權要求查閱和更正任何個人資料。請致電 2639 8008 與我們的設施主任查詢。有關香港科技園公司之私隱政策詳情，請瀏覽：www.hkstp.org/zh-hk/privacy-policy。閣下所提供的資料將於租用車位服務完結日期起計十二個月內銷毀。

It is voluntary for you to provide your personal data. However, failing to provide certain data may lead to inability to process the matter or provide the products or services you request in this form. The personal data collected will be used for handling matters related to monthly parking application only. If necessary, the relevant information may be disclosed or sent to the Hong Kong Science and Technology Parks Corporation for other purposes or departments and other organizations or institutions authorized to process the relevant information. According to the "Personal Data (Privacy) Ordinance" Cap. 486, you have the right to request access to and correction of any personal data. Please contact our Facilities Officer at 2639 8008 for enquiries. For details of HKSTP's Privacy Policy, please visit: www.hkstp.org/privacy-policy. The information provided will be destroyed within 12 months from the end date of parking service.

聲明

Declaration

本人 / 吾等謹此同意及遵守香港科學園之各項泊車條款，並同意承擔所有對香港科學園設施造成的任何損失、損壞及違失之責任及作出賠償。

I / We agree to observe the Traffic and Parking Regulations in Hong Kong Science Park currently in force, observe and bind by the Terms & Conditions listed in this application form and to bear all liabilities for and indemnify against all damages, injuries and losses in the HKSP premises caused by or in connection with the above mentioned vehicle.

申請人簽署及公司蓋印

Signature of Applicant &

Company Chop:

日期 Date:

設施管理處專用

For Facilities Management Office Use

Company entitlement: _____ No. of entitlement used: _____

Accept & complete the application
 Reject the application (Remark: _____)

Approved by

Car Park

In-Charge : _____

Approved Date:

For Success Applications

Commencement Date : _____

Completion

Assigned Parking Location : 2W Car Park Phase 2 Phase 6
 2E & 3E Car Park Phase 3
 5E & 6E Car Park Phase 4
 Phase 1 Phase 5

Payment
 Update Car Park System

條款及細則
Terms & Conditions

1. 香港科學園內所有月租車位只供租予園內公司的租戶或特許持有人的僱員使用。
All monthly parking spaces at the Park can only be leased to companies that are tenants or licensees of HKSP (collectively, “Park Companies” and individually, “Park Company”) and are strictly for use by the employees of Park Companies.
2. 車位申請之決定權將根據租戶獲香港科技園公司或設施管理處分派之停車場及分配之車位數量及當時車位可供出租之情況作為考慮因素，香港科技園公司或設施管理處保留最後決定的權利。
Car parking application shall be considered subject to allocated car park and the entitled number of car park spaces of a tenant and car park spaces availability. HKSTP or FMO reserves the right to make the final decision.
3. 香港科學園租戶可申請已被獲配限額之車位，並須遞交附上公司蓋印之申請表格以申請有關指定停車場之車位。
Hong Kong Science Park tenants are entitled to apply for parking spaces. Applicants who would like to apply the said parking space shall submit the application form with their company chop endorsement.
4. 所有月租車位用戶必須至少於每月 20 號或之前繳付下一個月之月費，否則設施管理處將會取消泊車權限而不作另行通知。
All parking fees for the following month should be paid in advance on or before the 20th calendar day of each calendar month. Otherwise, FMO will disable the parking access rights without any further notice.
5. 繳費通知書將派發予各月租車位用戶，以便預繳下一個月之月費。
Monthly car park users will receive a Payment Advice for settling the monthly fee in advance.
6. 泊車權限有效期自每月第一日開始，到該月最後一日結束。
The validity of car park access is from the 1st calendar day to the last day of each calendar month.
7. 車位用戶須繳付一整月之月租車位月費，不設按比例收費。
No pro-rata rates will be available, only full-month payment is accepted.
8. 已發出的泊車權限不得退回，恕不接受部份或全部之退款申請。
After the Facilities Management Office has granted the access right to the applicant, refund (whole or partial) of paid monthly car park fee will not be considered at any time.
9. 如停用超過三個月，月租車位用戶須重新辦理申請手續並遞交車輛登記文件副本。
If a monthly car park user stops using the service for more than 3 months, he / she needs to apply for car parking service again and submit all relevant documents as required.
10. 任何車輛停泊超越租用期，該車主 / 使用者須在離開車場前繳交月租費過期日零時零分起計之時租泊車費用。
For any vehicle which has been parked beyond the monthly licensed period, the owner and / or the driver of the vehicle has to pay the charge at the hourly parking rates from the expiry date of the licence before leaving the car park.
11. 月租車位使用者如仍未繳交過期租金，出入車場的「車牌識別」功能將會被自動終止。香港科技園公司或設施管理處 / 其僱員將有權扣鎖有關之車輛，在此情況下，該使用者須繳清所有欠交款項方可駛離本車場。
For monthly parking users, the access right of their “car plate recognition” will be invalidated when their monthly parking fee is overdue. Under such circumstances, HKSTP or FMO and their staff shall have the right to impound their vehicles for such purpose and the-users have to settle all outstanding car park charges before leaving the car park.
12. 如月租車位使用者未能以「車牌識別」進入停車場，使用者應使用車場入口處之通話器聯絡設施管理處協助。
Should the “car plate recognition” fail to gain access into Car Park, monthly parking user is advised to seek the assistance of the FMO immediately by pressing the intercom at the Car Park entrance.

(For Phase 1 to 6)

13. 違反停車規定、不當或不誠實地使用停車場、或不遵守香港科技園公司及設施管理處的指示，香港科技園公司或設施管理處有權立即終止有關月租車位的使用權，恕不另行通知。
Violations of parking regulations, improper or dishonest use of the car parks, or failure to comply with instructions from HKSTP and FMO may result in immediate termination of monthly parking without prior notice.
14. 每個車位只供停泊 1 部已登記之指定車輛，恕不接受兩部或以上車輛同時登記使用同一個車位。
Each car parking space corresponds to the registration of one single vehicle only. Registration of two or more vehicles sharing one single car parking space is prohibited.
15. 所有車輛必須在任何時間於擋風玻璃清楚展示有效的車輛登記牌照以及於車頭及車尾的位置掛上相符的車牌。香港科技園公司及設施管理處保留權利扣押或拖走不符合上述要求之車輛。
All vehicles must display valid vehicle registration licence at the windscreens at all times as well as displaying the registration number plates at the front and rear of the vehicles. HKSTP and FMO reserve all rights to impound / tow away any vehicles which do not comply with the captioned requirements.
16. 車位申請人及停泊車輛的登記車主或授權使用者必須負責所有由設施管理處向有關申請車位追討或索償之欠款或費用。
Applicant of Car park space and the registered vehicle owner or the authorized vehicle user shall bear all outstanding payment and any charges which are imposed by the FMO.
17. 香港科技園公司及設施管理處會因應園區內活動情況而實施特別交通安排及臨時封閉個別停車場及相關路段。位於相關路段附近的停車場及其出入口亦需暫時關閉，屆時車輛將無法進出，因應上述情況將會為月租車輛安排其他停車場以供暫時停泊，直至相關路段及停車場重新開放為止。有關停車場的特別安排將以通告及電郵方式通知停車場用戶。
HKSTP and FMO will implement special traffic arrangements and temporarily close certain parking lots and related road sections based on the activities within the Park. The parking lots and their entrances near the affected road sections will also be temporarily closed, and vehicles will not be able to enter or exit during the closure. In view of the above arrangements, alternative parking arrangements will be made for monthly parking vehicles until the relevant road sections and parking lots are reopened. Details of these special parking arrangements will be communicated to car park users via circulars and email.
18. 所以停車場使用者須留意並遵守《香港科學園區交通及停車場規例》。
All users of the Car Park must observe the “Traffic and Car Parking Regulations in Hong Kong Science Park”.
19. 本條款及細則的中英文版本如有歧義，一概以英文版本為準。
If there is any inconsistency or conflict between the English and the Chinese versions of these terms and conditions, the English version shall prevail.
20. 香港科學園設施管理處可隨時更改、刪除或增加以上條款以不需作預先通知。
The Facilities Management Office of Hong Kong Science Park may vary these terms and conditions by altering, deleting or adding to any or all of them without any advance notice.

香港科學園

Register No.: _____

Hong Kong Science Park

月租車位資料更改表格 (一, 二, 三, 四, 五和六期車場) Handled by: _____

Monthly Parking Information Amendment Form (Phase 1, 2, 3, 4, 5 & 6 Car Park)

在遞交申請表時，申請人**必須**附上以下有效文件的副本並電郵至 carpark@hksciencepark.org，以供查核：

Applicant should submit the application form and attach the valid copies of the following documents for verification by email to: carpark@hksciencepark.org :

車輛登記證明文件 Vehicle Registration Documents
 車輛牌照 Motor Vehicle License

現有登記資料 Particulars of Current Application *為必填欄位 Required Field	
公司名稱 Name of Company*	
公司地址 Company Address	
申請人姓名 Name of Applicant*	
辦公室電話 Office Tel. no.	
電郵 E-mail Address*	
智能卡編號 Smart card no.*	
車輛登記號碼 Car Registration No.*	

請按照需要修改資料內容填寫以下相關項目：

Please fill in the following details according to the amendment:

更改聯絡人資料 Amendment of Contact Person Information		
公司名稱 Name of Company	:	
公司地址 Company Address	:	
聯絡人姓名 Name of Contact Person	:	
聯絡電話 Contact Tel. no.	:(日間 Day)	(夜間 Night)
電郵 E-mail Address	:	
更改登記車輛資料 Amendment of Registered Vehicle Information		
必須提供更新之有效車輛登記證明文件及車輛牌照副本 *Please submit a new copy of valid vehicle registration document and motor vehicle license *		
登記車主 Registered Vehicle Owner	:	
*如車輛的註冊車主並非申請人本人，請同時提交車主授權使用該車輛的證明書。若車輛的註冊車主屬公司擁有，請同時提交有關公司授權申請人使用該車輛的證明書。 *If applicant is not the registered owner of the vehicle, he / she should also submit authorization document for the use of the vehicle. If the registered owner of the vehicle is a company, the applicant should submit authorization document certified by his / her company for the use of the vehicle.		
車主電話 Contact no. of Vehicle Owner	:	
車輛登記號碼 Car Registration No.	(現有 Existing)	(更新 New)
車輛登記型號 Car Registration Model	:(現有 Existing) (更新 New)	
智能卡編號 Smart card no.	:(現有 Existing) (更新 New)	

更 改 月 租 車 位 申 請 資 料 Amendment of Monthly Parking Information					
請選以下需更改之項目 Please <input checked="" type="checkbox"/> as appropriate					
現有 Existing	更新 New				
<input type="checkbox"/>	<input type="checkbox"/>	浮動車位：港幣 2,200 元/月 Floating Parking Space (HK\$2,200/month)			
<input type="checkbox"/>	<input type="checkbox"/>	電單車位：港幣 500 元/月 Motor Cycle Parking Space (HK\$500/month)			
月租車位更改起始年度 Amendment commencement year of the Monthly Car Park Service: _____					
月租車位更改起始月份 Amendment commencement of the Monthly Car Park Service:					
<input type="checkbox"/> 一月 January	<input type="checkbox"/> 二月 February	<input type="checkbox"/> 三月 March	<input type="checkbox"/> 四月 April	<input type="checkbox"/> 五月 May	<input type="checkbox"/> 六月 June
<input type="checkbox"/> 七月 July	<input type="checkbox"/> 八月 August	<input type="checkbox"/> 九月 September	<input type="checkbox"/> 十月 October	<input type="checkbox"/> 十一月 November	<input type="checkbox"/> 十二月 December

個人信息收集聲明**Personal Information Collection Statement**

個人資料的提供純屬自願性質。倘若閣下未能提供相關個人資料，可能會導致本公司無法提供閣下於此表格所要求的產品或服務。所收集的個人資料將用於處理與申請月租車位有關的事宜。如有需要，有關資料可能被披露或被送交香港科技園公司作其他用途或授權處理有關資料的部門及其他組織或機構。根據「個人資料（私隱）條例」第 486 章，閣下有權要求查閱和更正任何個人資料。請致電 2639 8008 與我們的設施主任查詢。有關香港科技園公司之私隱政策詳情，請瀏覽：www.hkstp.org/zh-hk/privacy-policy。閣下所提供的資料將於租用車位服務完結日期起計十二個月內銷毀。

It is voluntary for you to provide your personal data. However, failing to provide certain data may lead to inability to process the matter or provide the products or services you request in this form. The personal data collected will be used for handling matters related to monthly parking application only. If necessary, the relevant information may be disclosed or sent to the Hong Kong Science and Technology Parks Corporation for other purposes or departments and other organizations or institutions authorized to process the relevant information. According to the "Personal Data (Privacy) Ordinance" Cap. 486, you have the right to request access to and correction of any personal data. Please contact our Facilities Officer at 2639 8008 for enquiries. For details of HKSTP's Privacy Policy, please visit: www.hkstp.org/privacy-policy. The information provided will be destroyed within 12 months from the end date of parking service.

聲明**Declaration**

本人 / 吾等謹此同意及遵守香港科學園之各項泊車條款，並同意承擔所有對香港科學園設施造成的任何損失、損壞及違失之責任及作出賠償。

I / We agree to observe the Traffic and Car Parking Regulations in Hong Kong Science Park currently in force, observe and bind by the Terms & Conditions listed in this application form and to bear all liabilities for and indemnify against all damages, injuries and losses in the HKSP premises caused by or in connection with the above mentioned vehicle.

申請人簽署及公司蓋印
Signature of Applicant &
Company Chop: _____

日期 Date: _____

**設施管理處專用
For Facilities Management Office Use**

Approved Date: _____

Approved by

Car Park

In-charge:

Completed by

Officer of Car

Park Team:

Completion Date: _____

香港科學園

Hong Kong Science Park

月租單車位申請表(一 / 三期)

Monthly Bicycle Parking (Phase 1 / 3) Application Form

Register No. : _____

Handled by : _____

申請人請將申請表格電郵至 carpark@hksciencepark.org 以供查核：

Applicant should email the application form to carpark@hksciencepark.org for verification:

申請人資料 Particulars of Applicant

公司名稱 Name of Company : _____

公司地址 Company Address : _____

申請人姓名 Name of Applicant : _____

辦公室電話 Office Tel. no. : _____

電郵 E-mail Address : _____

智能卡編號 Smart card no. : _____

月租單車位申請資料 Particulars of Monthly Bicycle Parking

請選以下需申請之項目 Please as appropriate

* 1 期 / 3 期月租單車停泊位，收費為港幣\$300 元/月

* Phase 1 / 3 Monthly Bicycle Parking Space (HK\$300/month)

*請刪去不適用者 Please delete as appropriate

月租單車位生效月份 Commencement month of the Monthly Bicycle Parking Service: _____

備註:

所有月租單車停泊位用戶必須於每月 20 號或之前繳付下一個月之月費，否則香港科學園設施管理處將會取消泊車權限而不作另行通知。

All bicycle parking fees for the following month should be paid in advance on or before the 20th calendar day of each calendar month. Otherwise, the Facilities Management Office of Hong Kong Science Park will disable the parking access rights without any further notice.

付款方式

Payment Method

本處接獲申請後，會於 5 個工作天內以電郵形式通知申請者其申請結果及付款方式。如申請者接獲通知申請成功而於 5 個工作天內未有繳付相關費用，將會視作放棄資格。

Upon receiving the application, FMO will send a confirmation notice of the application status and payment method within 5 working days to the email account as provided in the application form. The applicant is required to settle the relevant carpark payment within 5 working days once receiving the notice or the carpark application will be forfeited.

個人信息收集聲明

Personal Information Collection Statement

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It is voluntary for you to provide your personal data. However, failing to provide certain data may lead to inability to process the matter or provide the products or services you request in this form. The personal data collected will be used for handling matters related to monthly bicycle parking application only. If necessary, the relevant information may be disclosed or sent to the Hong Kong Science and Technology Parks Corporation for other purposes or departments and other organizations or institutions authorized to process the relevant information. According to the "Personal Data (Privacy) Ordinance" Cap. 486, you have the right to request access to and correction of any personal data. Please contact our Facilities Officer at 2639 8008 for enquiries. For details of HKSTP's Privacy Policy, please visit: www.hkstp.org/privacy-policy. The information provided will be destroyed within 12 months from the end date of parking service.

聲明

Declaration

本人 / 吾等謹此同意及遵守香港科學園之各項泊車條款，並同意承擔所有對香港科學園設施造成的任何損失、損壞及遺失之責任及作出賠償。

I / We agree to observe the Traffic and Car Parking Regulations in Hong Kong Science Park currently in force, observe and bind by the Terms & Conditions listed in this application form and to bear all liabilities for and indemnify against all damages, injuries and losses in the HKSP premises caused by or in connection with the above mentioned vehicle.

申請人簽署及公司蓋印

Signature of Applicant &
Company Chop: _____

日期 Date:

設施管理處專用

For Facilities Management Office Use

Accept & complete the application
 Reject the application

(Remark: _____)

Approved by
Car Park
In-Charge:

Approved Date:

For Success Applications

Commencement Date : _____

Assigned Parking Location : _____

Completion

Payment

Update Car Park System

條款及細則
Terms & Conditions

1. 月租單車停泊位只供授權租戶用作單車停泊用途，如發現用作任何其他用途，香港科學園設施管理處有權充公及掉棄有關物件而不作另行通知。
Monthly bicycle parking spaces are only reserved for authorized tenants for bicycle parking only. Apart from parking bicycles, authorized tenants are not allowed to adopt the monthly bicycle parking space for other use; otherwise, all items will be confiscated and discarded by the Facilities Management Office of Hong Kong Science Park without further notification.
2. 所有月租單車停泊位用戶必須於每月 20 號或之前繳付下一個月之月費，否則香港科學園設施管理處將會取消泊車權限而不作另行通知。
All bicycle parking fees for the following month should be paid in advance on or before the 20th calendar day of each calendar month. Otherwise, the Facilities Management Office of Hong Kong Science Park will disable the parking access rights without any further notice.
3. 繳費通知書將派發予各月租單車停泊位用戶，以便預繳下一個月之月費。
Monthly bicycle parking space users will receive a Payment Advice for settling the monthly fee in advance.
4. 月租單車停泊位用戶須繳付一整月之停泊位月費，不設按比例收費。
No pro-rata rates will be available, only full month payment is accepted.
5. 泊車權限有效期自每月第一日開始，到該月最後一日結束。
The validity of bicycle parking access is from the 1st calendar day to the last day of each calendar month.
6. 已發出的泊車權限不得退回，恕不接受部份或全部之退款申請。
After the Facilities Management Office of Hong Kong Science Park has granted the access right to the applicant, refund (whole or partial) of paid monthly parking fee will not be considered at any time.
7. 如停用超過一個月，月租單車停泊位用戶須重新辦理申請手續。
If a monthly bicycle parking space user stops using the service for more than 1 month, he / she needs to apply for monthly bicycle parking service again.
8. 每個月租單車停泊位只供停泊 1 部單車，所泊單車需於當眼處掛 / 貼上由設施管理處所發出的有效許可證。
Each monthly bicycle parking space is allowed for one bicycle only. Bicycle must display a valid parking licence issued by the Facilities Management Office of Hong Kong Science Park at an obvious position.
9. 月租單車停泊位申請之決定權將由香港科技園公司決定。
Monthly bicycle parking space application must be approved by HKSTP.
10. 月租單車停泊位用戶必須負責所有由 香港科學園設施管理處向有關申請停泊位追討或索償之欠費或費用。
Monthly bicycle parking space user shall bear all outstanding payment and any charges which are imposed by the Facilities Management Office of Hong Kong Science Park.
11. 所有停泊在本單車停泊處內的單車，若損毀、破壞或被竊，均屬車主責任，一概與香港科學園設施管理處無關。
The user assumes duty of care in the course of parking the bicycle in the monthly bicycle parking space. The Facilities Management Office of Hong Kong Science Park shall in no circumstance be liable to the user in respect of any damage, vandalism or theft to the parked bicycle or any property.
12. 香港科學園設施管理處有權移走及掉棄任何於月租單車停泊處內而違反香港法例或上述守則的單車及物件而不需作另行通知。
The Facilities Management Office of Hong Kong Science Park shall have the authority to remove and dispose of the bicycles and other items at the monthly bicycle parking space which are in breach of any regulation or terms and conditions herein with no prior notice.
13. 本條款及細則的中英文版本如有歧義，一概以英文版本為準。
If there is any inconsistency or conflict between the English and the Chinese versions of these terms and conditions, the English version shall prevail.
14. 香港科學園設施管理處可隨時更改、刪除或增加以上條款以不需作預先通知。
The Facilities Management Office of Hong Kong Science Park may vary these terms and conditions by altering, deleting or adding to any or all of them without any advance notice.

Monthly car parking space rental application – Authorization Form

(Applicable to vehicles registered in name of "Company")

To: Hong Kong Science Park Facilities Management Office

ABC Limited (Company name) (the "Company"), 1234567 (Business registration number) # **Copy of valid business registration document(s) must be attached**, hereby authorizes Mr. / Ms. Chan Tai Man (Name of applicant), holder of HKSP Smart Card 12345 (Smart Card Number), to use the vehicle ABC (registration number) and hereby apply for a monthly car parking space for the above-mentioned vehicle.

I, the undersigned, on behalf of the Company acknowledge that I shall comply with all the regulations that are applicable from time to time for the use of monthly parking spaces at Hong Kong Science Park ("HKSP").

I, on behalf of the Company, further accept that:

- (1) All monthly car parking spaces at HKSP can only be leased to companies that are tenants or licensees of HKSP (collectively, "Park Companies" and individually, "Park Company") and are strictly for use by the employees of Park Companies;
- (2) The Hong Kong Science and Technology Parks Corporation and the HKSP Facilities Management Office reserves the right to immediately terminate the use of car parking spaces by any Park Companies if it is found that or there are grounds suggesting that any such monthly carpark spaces is / are being used (whether by way of sub-letting or by any other means) by individuals who are not employees of any Park Companies; and
- (3) The Hong Kong Science and Technology Parks Corporation and the HKSP Facilities Management Office reserve all rights to take legal action against Park Companies that are in violation of (1) above for the recovery of all losses and expenses that may be incurred as a result of any such violation.

Name : ABC Limited

Contact Number :

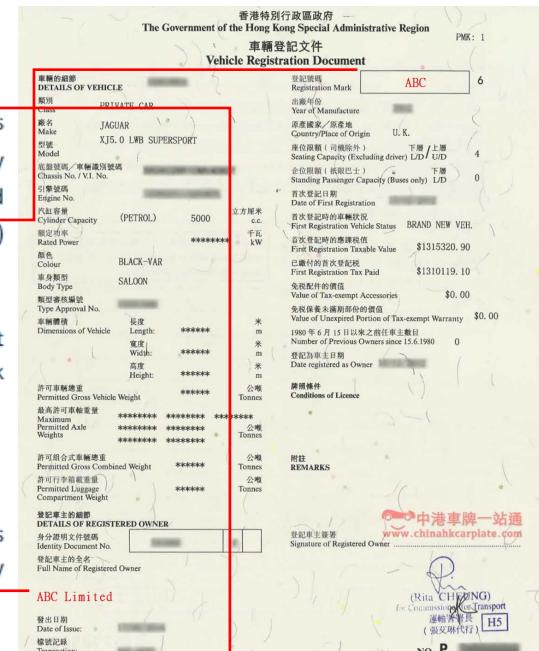
Email:

Signature of Authorized

Company _____

Personal Information Collection Statement

Personal Information Collection Statement
It is voluntary for you to provide your personal data. However, failing to provide certain data may lead to inability to process the matter or provide the products or services you request in this form. The personal data collected will be used for handling matters related to monthly parking application only. If necessary, the relevant information may be disclosed or sent to the Hong Kong Science and Technology Parks Corporation for other purposes or departments and other organizations or institutions authorized to process the relevant information. According to the "Personal Data (Privacy) Ordinance" Cap. 486, you have the right to request access to and correction of any personal data. Please contact our Facilities Officer at 2639 8008 for enquiries. For details of HKSTP's Privacy Policy, please visit: www.hkstp.org/privacy-policy. The information provided will be destroyed within 12 months from the end date of parking service.



(Sample of Authorization Form)

Monthly car parking space rental application – Authorization Form
(Applicable to vehicles which is registered in name of "Person")

Hong Kong Science Park
Facilities Management Office

To: Hong Kong Science Park Facilities Management Office

I, Lee Mei Yan (Name), Z123456 (Z) (HKID number) # Copy of the HKID of the authorized person must be attached, hereby authorize Mr. / Ms. Chan Tai Man (Name of Applicant), holder of HKSP Smart Card: 12345 (Smart card number), to use my vehicle and to handle all matters relating to monthly parking space application for the vehicle, ABC (registration number), in Hong Kong Science Park ("HKSP").

I have carefully read and understood all the requirements for this monthly car parking space application, and agreed to comply with all the regulations for monthly parking at Hong Kong Science Park (HKSP). I confirm to accept that the monthly parking space at HKSP can only be rented to companies located at HKSP and for their employees who work at HKSP. If it is found that any user has privately let or sub-let the allocated monthly car parking space, the Hong Kong Science and Technology Parks Corporation or the HKSP Facilities Management Office reserves the right to cancel the right of using the relevant monthly parking space immediately without prior notice and to reserve the rights to take legal action for recovering all losses and expenses from the related car owner, monthly parking space applicant or the monthly parking space user. Any company or person who violates the regulation may affect their other application(s) and their using of other monthly parking space(s).

申請人資料
Particulars of Applicant

公司名稱 Name of Company *
ZZZ Limited

申請人姓名 Name of Applicant *
Chan Tai Man

電郵 E-mail Address *

聯絡電話 Contact Tel. no. *

智能卡編號 Smart card no. *
12345

Name :

Lee Mei Yan

Contact number :

Email:

Date:

Personal Information Collection Statement

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Monthly car parking space rental application – Authorization Form
(Applicable to vehicles registered in name of “Company”)

To: Hong Kong Science Park Facilities Management Office

_____ (Company name) (the "Company"), _____ (Business registration number) **# Copy of valid business registration document(s) must be attached**, hereby authorizes Mr. / Ms. _____ (Name of applicant), holder of HKSP Smart Card _____ (Smart Card Number), to use the vehicle _____ (registration number) and hereby apply for a monthly car parking space for the above-mentioned vehicle.

I, the undersigned, on behalf of the Company acknowledge that I shall comply with all the regulations that are applicable from time to time for the use of monthly parking spaces at Hong Kong Science Park ("HKSP").

I, on behalf of the Company, further accept that:

- (1) All monthly car parking spaces at HKSP can only be leased to companies that are tenants or licensees of HKSP (collectively, "Park Companies" and individually, "Park Company") and are strictly for use by the employees of Park Companies;
- (2) The Hong Kong Science and Technology Parks Corporation and the HKSP Facilities Management Office reserves the right to immediately terminate the use of car parking spaces by any Park Companies if it is found that or there are grounds suggesting that any such monthly carpark spaces is / are being used (whether by way of sub-letting or by any other means) by individuals who are not employees of any Park Companies; and
- (3) The Hong Kong Science and Technology Parks Corporation and the HKSP Facilities Management Office reserve all rights to take legal action against Park Companies that are in violation of (1) above for the recovery of all losses and expenses that may be incurred as a result of any such violation.

Name: _____

Contact Number:

Email:

Signature of Authorized

Company

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Monthly car parking space rental application – Authorization Form
(Applicable to vehicles which is registered in name of “Person”)

To: Hong Kong Science Park Facilities Management Office

I, _____ (Name), _____ () (HKID number) **# Copy of the HKID of the authorized person must be attached**, hereby authorize Mr. / Ms. _____ (Name of Applicant), holder of HKSP Smart Card: _____ (Smart card number), to use my vehicle and to handle all matters relating to monthly parking space application for the vehicle, _____ (registration number), in Hong Kong Science Park (“HKSP”).

I have carefully read and understood all the requirements for this monthly car parking space application, and agreed to comply with all the regulations for monthly parking at Hong Kong Science Park (HKSP). I confirm to accept that the monthly parking space at HKSP can only be rented to companies located at HKSP and for their employees who work at HKSP. If it is found that any user has privately let or sub-let the allocated monthly car parking space, the Hong Kong Science and Technology Parks Corporation or the HKSP Facilities Management Office reserves the right to cancel the right of using the relevant monthly parking space immediately without prior notice and to reserve the rights to take legal action for recovering all losses and expenses from the related car owner, monthly parking space applicant or the monthly parking space user. Any company or person who violates the regulation may affect their other application(s) and their using of other monthly parking space(s).

Name: _____ Contact number: _____

Email: _____ Signature: _____

Date: _____

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