

## A8 – Car Park Management Policy

### Charge Schedule

<b>Monthly Parking Rates (Effective on 1-1-2017)</b>	
<b>Vehicle Type</b>	<b>Monthly Rate</b>
Private vehicles	\$1,350.00/ month(floating space) \$1,800.00/ month (fixed space)
Motorcycles (Phase 1 & 2 Only)	\$460.00/ month

<b>Hourly Parking Rates (Effective on 1-1-2017)</b>		
<b>Vehicle Type</b>	<b>Mon - Fri</b>	<b>Sat, Sun &amp; Public Holidays</b>
Private vehicles	\$13.00 per hour	\$13.00 per hour (for first 3 hours)
Motorcycles		\$7.00 per hour (4 <sup>th</sup> hour onwards)
Loading / Unloading vehicles (Phase 3 Only)	\$72.00 per hour (Free for the first 30 minutes)	

### Illegal Parking charges:

Vehicle impounding – HK\$ 320.00

Vehicle storage (on-site) – HK\$ 500.00 for each day after the first day during which the vehicle is detained

**Vehicle removing** – Fee for removing: HK\$ 1,000.00

### Service Scope

Hong Kong Science Park (the Park) offers 2 types of monthly car parking services.

**Monthly parking (Fixed / Floating)** Monthly Parking will allow users to access the nominated car park 24 hours, 7 days per week 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.

**Hourly parking** Payment with Octopus only.

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### Car Park Management System

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

### Location of Shroff Office

#### Phase 1

The Service Counter at G/F of Core Building 1 (24-hour)

#### Phase 2

Shroff Office of Phase 2 car park is located on G/F Service Counter of Lakeside 1 and Lakeside 2 (24-hour)

#### Phase 3

Shroff Office of Phase 3 car park is located on 1/F Service Counter of Building 12W (24-hour)

### Payment Method

- Monthly parking : • Cheque, Credit Card or Autopay<sup>#</sup> (Carpark in/out by Autotoll at Phase 3 carpark)  
• Payment could be made at Shroff Office located at Core Building 1, Lakeside 1 & Lakeside 2 during office hours (08:30 – 18:30)
- Hourly parking : • Octopus only

<sup>#</sup>Payment methods only accept from 2<sup>nd</sup> payment onwards.

### Car Park Rules and Regulations

#### General

1. The maximum speed limit in the Park is 8 km per hour.
2. Pedestrians shall have the right of way at designated pedestrian crossings.
3. All traffic signs must be observed.
4. Vehicles causing excessive noise or pollution within the Park will be required to leave.
5. The sound of horns or other warning devices, except as an essential safety precaution, is prohibited.
6. All vehicle drivers in the Park shall hold valid driving licenses. No learner driver shall be permitted in the Park.

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7. All vehicles shall at all times while parked in the car park display a valid vehicle registration licence at the windscreens and a 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.
8. Any drivers and/or owners of vehicles causing damage to the Park shall bear liability and compensate Hong Kong Science & Technology Parks Corporation (HKSTP) for repair or replacement of the damaged property. In case of accidents, vehicle drivers shall report to the Facilities Management Office (FMO) (Tel.: 2639 8008) immediately.
9. HKSTP and FMO shall not be liable for loss of or damage to vehicles, accessories or articles left unattended in vehicles. Neither will it be accountable for injury to persons in the vehicle while it is in the Park.
10. Vehicle drivers must do nothing that may cause potential risk or other hazard or inconvenience to the Park.
11. HKSTP and FMO reserve all right to allow/ refuse any vehicles to enter the car park.
12. The Facilities Management Office may refuse a vehicle entry to the Park if it or its driver is in contravention of the Regulations.
13. 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 carpark.
14. Violations of parking regulations, improper or dishonest use of carpark, or failure to comply with instructions from HKSTP and FMO may result in immediate termination of monthly parking without further notice.
15. Car Park access cards (if any for Phase 1 & 2) are the property of HKSTP and shall be returned to the Facilities Management Office for termination when tenants move out of the Park.
16. Car Park access cards are non-transferable and the access granted by HKSTP and FMO is limited to vehicle which is registered upon application.
17. Infringements of the regulations shall be dealt with by the Facilities Management Office under the directives of the owner of HKSTP.
  - By placing a written warning on the windscreen of the vehicle;
  - By immobilizing a vehicle with the application of wheel gaiters, or moving or relocating it.

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18. HKSTP and FMO reserve the right to impound/tow away any vehicles for breaching any of the following regulations:
  - 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.
19. 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.
20. HKSTP and FMO also reserve the right to tow away/remove any vehicle considered to have potential hazardous to other vehicles or occupants of the Park.
21. HKSTP and FMO shall not be liable for any damage to the vehicle occasioned by its removal or immobilization.
22. For security reason and to avoid disturbance to the car owners, car cleaning service can only be carried out by a cleaning company authorized by the Facilities Management Office. Unauthorized cleaners or companies are strictly prohibited.
23. Obtaining water from the F.S. hose reel is an infringement of the Fire Services Regulations and is strictly prohibited. The Facilities Management Office reserves the right to report the offending car owners to the Authority concerned.
24. Car owners are advised to keep the Car Park clean and clear of water, dirt and rubbish right after the cleaning process.
25. Please observe the “Car Park Regulations Governing Traffic and Parking in the car parks” as laid down and displayed. The Facilities Management Office accepts no liability for theft, damage or injury suffered by any person or property inside the Car Park.
26. Car Park users shall be responsible for any personal injury inflicted by accident or any other reasons within the Hong Kong Science Park Car Park area. They shall not disturb, threaten or endanger the security of other vehicles, persons and properties in the Hong Kong Science Park Car Park.
27. Drivers must drive at safe speed, follow all traffic signs or directions of the Facilities Management Office and pay attention to the safety of others.

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28. 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 Hong Kong Science Park Car Park due to their negligence and/or fault.
29. Please lock up the vehicles properly and do not leave any valuable items inside the vehicle. The Facilities Management Office shall not entertain any request to look after any valuable items.
30. Car Park users, who want to tow away any vehicles out of the car parks, must first apply for prior written approval from the Facilities Management Office.
31. 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 Landlord's prior approval.
32. If the driver of a vehicle cannot produce a valid "Smart Card" (Phase 1 & 2) / "Autotoll Tag" or the "Autotoll Tag" is not functioned (Phase 3) at the exit, he or she may be required to produce satisfactory proof of his or her ownership of vehicles to the Facilities Management Office at his or her own cost. All additional parking charges incurred will be borne by the vehicles owner/ user.
33. Should the "Smart Card" (Phase 1 & 2) or "Autotoll Tag" (Phase 3) fail to gain access into the car park, the licensed user is advised to seek for assistance at the Facilities Management Office immediately by pressing the intercom at the car park entrance instead of using octopus card for gaining access into the car park. If the latter occurs, the hourly parking charge shall be fully paid by the licensed user.
34. For the application on monthly car park service, applicants should submit application form with the countersign of the authorized person of the company and with the company chop stamped on the form (except application for the car park at Car Park Building in Phase 1 (P1) and Basement Car Park in Phase 2 (P2)).
35. Electric parking space is designated for the use by electric vehicles only. All illegally parked vehicles may be impounded and/or towed away without prior notice.

### **Revision of Regulation**

These "Car Park Regulations" could be reviewed and revised, amended, added and deleted as and when deemed necessary by the Facilities Management Office without prior notice.

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### Application Procedures

#### For Eligible Tenants - Guidelines for Application

1. Upon receipt of the application and verification of required documents, Facilities Management Office will deliver the access card or grant the access right to the applicant within 8-10 working days.
2. Copy of Vehicle Registration Document shall be submitted with the application for reference.
3. Monthly Parking fees:
  - Monthly Fixed Parking Fee = HK\$1,800 / month.
  - Monthly Floating Parking Fee = HK\$1,350 / month.
  - Monthly Motor Cycle Parking Fee = HK\$460 / month.
4. The validity of car park access is from the 1<sup>st</sup> calendar day to the last day of each calendar month.
5. No pro-rata rates will be available, only full month payment are accepted.
6. 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.
7. All parking fees for the following month shall be paid on or before the 20<sup>th</sup> calendar day of each calendar month. Otherwise, Facilities Management Office will disable the parking access rights without further notice.
8. If the monthly car park user stops using the service or failure 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 on the following month without further notice.
9. In case of lost, destroyed or damaged Smart Card, a HK\$200 administration fee will be charged for the replacement of each Smart Card (For Phase 1 & 2 Only).
10. Parking labels are non-transferable to any unregistered vehicle; must not be duplicated; and should be affixed on a conspicuous area of the registered vehicles. (Note: one access card for one vehicle only).
11. Applicants should apply for Fixed Parking Space according to the terms and conditions stated in their tenancy agreements.
12. 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.
13. Car park user shall bear all outstanding payment and any charges which issued by the Facilities Management Office.

(For Phase 1 & 2)

香港科學園

Hong Kong Science Park

Register No.: \_\_\_\_\_

月租車位申請表 (一,二期車場)

Monthly Parking Application Form

在遞交申請表時，申請人**必須**附上以下有效文件的副本，以供查核：

Applicant should attach the valid copies of the followings for verification when submitting the application form:

- 車輛登記證明文件 (前後頁) Vehicle Registration Documents (Both Front & Back Page)
- 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	:
車主電話 Contact no. of Vehicle Owner	:
車輛登記號碼 Car Registration No.	:
車輛登記型號 Car Registration Model	:

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					
<input type="checkbox"/> 固定車位：港幣 1,800 元/月 Fixed Parking Space (HK\$1,800/month) <input type="checkbox"/> 流動車位：港幣 1,350 元/月 Floating Parking Space (HK\$1,350/month) <input type="checkbox"/> 電單車位：港幣 460 元/月 Motor Cycle Parking Space (HK\$460/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 & 2)

## 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」交予管理署，否則管理署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

本署接獲申請後，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.

## 收集個人資料聲明

### Personal Information Collection Statement

本表格之中的個人資料將被用作處理停車場泊車申請有關的事宜上。如有需要，有關資料可能透露或被送交獲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」，您有權請求查閱和更正任何個人資料。

The Department will use the information provided by you for the car park application purpose and may give some of the information to other parties authorized by law to receive it. Subject to exemptions under the Personal Data (Privacy) Ordinance, you have the right to request access to or correction of personal data.

## 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 Regulations governing Traffic and Parking in Hong Kong Science Park (HKSP) Building 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 Date: \_\_\_\_\_ Approved by  
Facilities Manager : \_\_\_\_\_

### For Success Applications

Commencement Date : \_\_\_\_\_  
Assigned Parking Location :  Phase I Building \_\_\_\_\_ Floor \_\_\_\_\_  
 Phase II Building \_\_\_\_\_ Floor \_\_\_\_\_  
Car Park Label No. : HK - \_\_\_\_\_

### Completion

- Payment  
 Request AC2000 Record  
 Update Car Park System

**條款及細則**  
**Terms & Conditions**

1. 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 20<sup>th</sup> calendar day of each calendar month.** Otherwise, Facilities Management Office will disable the parking access rights without any further notice.
2. 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.
3. 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 1<sup>st</sup> calendar day to the last day of each calendar month.
4. 由 2011 年 5 月 1 日起，車位用戶須繳付一整月之月租車位月費，不設按比例收費。Effective 1 May 2011, no pro-rata rates will be available, only full month payment are accepted.
5. 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.
6. 如停用超過一個月，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 1 month, he/she needs to apply for car parking service again and submit all relevant documents as required.
7. 如因任何遺失，被銷毀或損壞而提出更換智能卡申請，須付行政費港幣\$200。In case of lost, destroyed or damaged Smart Card, a HK\$200 administration fee will be charged for the replacement of each Smart Card.
8. 每個車位只供停泊已登記之指定車輛 1 部，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 accepts the registration of one single vehicle only. Registration of two or more vehicles sharing of one single car parking space is prohibited.
9. 所有車輛必須在任何時間於擋風玻璃清楚顯示有效的車輛登記牌照以及於車輛前部和後部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 complied with the captioned requirements.
10. 香港科學園租戶可申請已被獲配限額之車位，車位用戶須遞交附上公司蓋之申請表格以便申請有關指定停車場之泊車位（一期停車場大樓及二期地庫停車場除外）。Hong Kong Science Park tenants are entitled to apply for parking spaces. Applicants who apply the said parking space shall submit the application form with company chop endorsement (Car Park Building in Phase 1 & Basement Car Park in Phase 2 are exempted). Users who would like to apply for the said parking spaces shall seek endorsement from their companies and company chop should be stamped on the application form.
11. 車位申請之決定權將根據租戶獲香港科技園公司分配之車位數量及當時車位可供出租之情況作考慮因素，香港科技園公司保留做出最後決定的權利。Car parking application shall be considered subject to the number of car park spaces a tenant entitles and car park spaces availability. HKSTP reserves the right to make the final decision.
12. 車位用戶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費或費用。Car park user shall bear all outstanding payment and any charges which issued by the Facilities Management Office.
13. 本條款及細則的中英文版本如有歧義，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.

(For Phase 1 & 2)

**香港科學園**

**Hong Kong Science Park**

Register No.: \_\_\_\_\_

**月租車位資料更改表格 (一,二期車場)**

**Monthly Parking Information Amendment Form**

在遞交資料更改表時，如車輛資料有所更改，申請人**必須**附上以下有效文件的副本，以供查核：  
Applicant should attach the valid copies of the followings for verification when submitting the amendment form:

- 車輛登記證明文件 (前後頁) Vehicle Registration Documents (Both Front & Back Page)
- 車輛牌照 Motor Vehicle License

<b>現有登記資料 Particulars of Current Application * 為必填欄位 Required Field</b>	
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 the followings according to the amendment details:

<b>更改聯絡人資料 Amendment of Contact Person Information</b>	
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	:
<b>更改登記車輛資料 Amendment of Registered Vehicle Information</b> *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	:
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)

(For Phase 1 & 2)

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 ☑ as appropriate					
現有 Existing	更新 New				
<input type="checkbox"/>	<input type="checkbox"/>	固定車位：港幣 1,800 元/月	Fixed Parking Space (HK\$1,800/month)		
<input type="checkbox"/>	<input type="checkbox"/>	流動車位：港幣 1,350 元/月	Floating Parking Space (HK\$1,350/month)		
<input type="checkbox"/>	<input type="checkbox"/>	電單車位：港幣 460 元/月	Motor Cycle Parking Space (HK\$460/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

### 收集個人資料聲明

#### Personal Information Collection Statement

本表格之中的個人資料將被用作處理停車場泊車申請有關的事宜上。如有需要，有關資料可能透露或被送交獲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」，您有權請求查閱和更正任何個人資料。

The Department will use the information provided by you for the car park application purpose and may give some of the information to other parties authorized by law to receive it. Subject to exemptions under the Personal Data (Privacy) Ordinance, you have the right to request access to or correction of personal data.

### 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 Regulations governing Traffic and Parking in Hong Kong Science Park (HKSP) Building 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: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Completed by: \_\_\_\_\_

(For Phase 3a & b)

香港科學園

Hong Kong Science Park

Register No.: \_\_\_\_\_

月租車位申請表 (三期車場)

Monthly Parking Application Form (Phase 3 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，以供查核：

Applicant should attach the valid copies of the following for verification when submitting the application form:

- 車輛登記證明文件 (前後頁) Vehicle Registration Documents (Both Front & Back Page)
- 車輛牌照 Motor Vehicle License
- 已填妥「現有快易通用戶適用」表格 Duly completed "Applicable to Existing Autotoll Users" Form

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	:
車主電話 Contact no. of Vehicle Owner	:
車輛登記號碼 Vehicle Registration No.	:
車輛登記型號 Car Registration Model	:

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					
<input type="checkbox"/> 固定車位：港幣 1,800 元/月 Fixed Parking Space (HK\$1,800/month)					
<input type="checkbox"/> 流動車位：港幣 1,350 元/月 Floating Parking Space (HK\$1,350/month)					
<input type="checkbox"/> 電單車位：港幣 460 元/月 Motor Cycle Parking Space (HK\$460/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 3a & b)

<b>「快易通」用戶資料 Particulars of Vehicle Owner</b> 請☑選以下需申請之項目 Please ☑ as appropriate
是否「快易通」用戶？ Are you a “Autotoll user”?
<input type="checkbox"/> 是 Yes (「快易通」標籤號碼 "Autotoll" Tag No.: _____) 請填寫“現有快易通用戶適用”表格。Please fill in “Applicable to Existing Autotoll Users” Form.
<input type="checkbox"/> 否 No
<input type="checkbox"/> 本人有意申請「快易通」服務。I wish to apply for "Autotoll" service. 可向快易通公司直接申請及領取標籤，然後電郵標籤號碼予設施管理處 (carpark@hksciencepark.org)。請填寫“「快易通」服務申請表格”並交回快易通有限公司或登入「快易通」網頁 ( <a href="https://www.autotoll.com.hk">https://www.autotoll.com.hk</a> ) 申請。 Apply directly to Autotoll Limited and collect the tag. After that, please email the Tag number to Facilities Management Office by email (carpark@hksciencepark.org). Please complete the “Autotoll Service Application Form” and return to Autotoll Limited or visit the websites for on-line application of Autotoll service ( <a href="https://www.autotoll.com.hk">https://www.autotoll.com.hk</a> )
<input type="checkbox"/> 本人不會使用「快易通」服務(隧道繳費)。I will not use "Autotoll" service (tunnel toll) 請填寫“香港科學園「快易通」標籤租用申請表格”(須另繳付\$450 按金，當退回標籤時沒有損壞時將予以退還)。 Please complete the “Hong Kong Science Park “Autotoll” Tag Rental Application Form” (deposit of HK\$450 will be levied and will be refunded when the tag is returned without damage).

## 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」交予管理署，否則管理署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

本署接獲申請後，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.

## 收集個人資料聲明

### Personal Information Collection Statement

本表格之中的個人資料將被用作處理停車場泊車申請有關的事宜上。如有需要，有關資料可能透露或被送交獲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」，您有權請求查閱和更正任何個人資料。

The Department will use the information provided by you for the car park application purpose and may give some of the information to other parties authorized by law to receive it. Subject to exemptions under the Personal Data (Privacy) Ordinance, you have the right to request access to or correction of personal data.

(For Phase 3a & b)

**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 Regulations governing Traffic and Parking in Hong Kong Science Park (HKSP) Building 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 Date : \_\_\_\_\_

Approved by  
Facilities Manager : \_\_\_\_\_

**For Success Applications**

Commencement Date : \_\_\_\_\_

Assigned Parking Location :  Phase III Building \_\_\_\_\_ Floor \_\_\_\_\_

Phase I/ II Building \_\_\_\_\_ Floor \_\_\_\_\_

Car Park Label No. : HK - \_\_\_\_\_

**Completion**

Payment

Request AC2000 Record

Update Car Park System

## 香港科學園

## Hong Kong Science Park

Register No.: \_\_\_\_\_

## 月租車位資料更改表格 (三期車場)

## Monthly Parking Information Amendment Form

在遞交資料更改表時，如車輛資料有所更改，申請人**必須**附上以下有效文件的副本，以供查核：  
Applicant should attach the valid copies of the followings for verification when submitting the amendment form:

- 車輛登記證明文件 (前後頁) Vehicle Registration Documents (Both Front & Back Page)
- 車輛牌照 Motor Vehicle License
- 已填妥「現有快易通用戶適用」表格 Duly completed "Applicable to Existing Autotoll Users" Form

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.*	
「快易通」標籤號碼 "Autotoll" Tag Number *	

請按照需要修改資料內容填寫以下相關項目：

Please fill the followings according to the amendment details:

更改聯絡人資料 Amendment of Contact Person Information	
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	:
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)
「快易通」標籤號碼 "Autotoll" Tag Number	: (現有 Existing) _____ (更新 New)

(For Phase 3a & b)

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 ☑ as appropriate					
現有 Existing	更新 New				
<input type="checkbox"/>	<input type="checkbox"/>	固定車位：港幣 1,800 元/月	Fixed Parking Space (HK\$1,800/month)		
<input type="checkbox"/>	<input type="checkbox"/>	流動車位：港幣 1,350 元/月	Floating Parking Space (HK\$1,350/month)		
<input type="checkbox"/>	<input type="checkbox"/>	電單車位：港幣 460 元/月	Motor Cycle Parking Space (HK\$460/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

### 收集個人資料聲明

#### Personal Information Collection Statement

本表格之中的個人資料將被用作處理停車場泊車申請有關的事宜上。如有需要，有關資料可能透露或被送交獲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」，您有權請求查閱和更正任何個人資料。

The Department will use the information provided by you for the car park application purpose and may give some of the information to other parties authorized by law to receive it. Subject to exemptions under the Personal Data (Privacy) Ordinance, you have the right to request access to or correction of personal data.

### 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 Regulations governing Traffic and Parking in Hong Kong Science Park (HKSP) Building 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: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Completed by: \_\_\_\_\_

(For Phase 3a & b)

**Monthly Parking Application Form**  
**停車場月租申請表**  
**Hong Kong Science Park Phase III**  
**香港科學園第三期**

Applicable to Existing Autotoll User  
現有快易通用戶適用

Our company now partners with Autotoll Limited to provide monthly parking service.  
本公司現與快易通合作，於本車場提供快易通月租服務。

If your vehicle is equipped with an Autotoll tag, you only need to register the tag in the management office for monthly parking. Please fill in your vehicle license plate number in the space provided for entry and exit of the car park.

如閣下之車輛已備有快易通標籤，閣下只須於本車場登記該標籤作月租出入停車場之用。請於空格上填上閣下之車牌號碼：

Vehicle License Plate Number 車牌號碼: \_\_\_\_\_

“Autotoll” Tag Number 「快易通」標籤號碼: \_\_\_\_\_

**Note:**

Please be advised that as per Autotoll's terms and conditions, vehicle license plate numbers are required to be current and updated to Autotoll. Vehicle do not currently registered with Autotoll will not be automatically registered in the car park system. Our company will check your vehicle license plate number and tag number with Autotoll Limited for provision of this service. Future changes in vehicle license plate number should be notified to Autotoll (hotline: 2627-8888)

請注意，根據快易通使用條例，如車牌號碼有所更改，必須向快易通更新資料。任何沒有在快易通登記之車輛不能自動於本車場系統中登記。為提供服務，本公司將會與快易通公司核對閣下之車牌號碼及標籤號碼。

Name 姓名: \_\_\_\_\_

Company Chop 公司蓋印: \_\_\_\_\_

Signature 簽名: \_\_\_\_\_

Date 日期: \_\_\_\_\_

(For Phase 3a & b)

**條款及細則**  
**Terms & Conditions**

1. 所有月租車位用戶必須最遲於每月 20 號或之前繳付下一個月之月費，否則設施管理處將有權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 20<sup>th</sup> calendar day of each calendar month. Otherwise, Facilities Management Office is authorized to disable the parking access rights without any further notice.
2. 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.
3. 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 1<sup>st</sup> calendar day to the last day of each calendar month.
4. 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 monthly payment is accepted.
5. 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.
6. 申請人如停用月租車位超過一個月，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 1 month, he/she needs to apply for car parking service again and submit all relevant documents as required.
7. 如申請人遺失標籤，標籤被銷毀或損壞將無法進出停車場，申請人須自行向快易通補領有效標籤(若屬自行向快易通公司申請檢籤)，同時盡快通知設施管理處以作相應安排。In case of lost, destroyed or damaged Autotoll Tag, applicant must collect an effective Tag from Autotoll Limited (in case the tag was provided by Autotoll Limited). Applicant should also inform Facilities Management Office at soon as possible for further arrangement.
8. 每個車位只供停泊已登記之指定車輛 1 部，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 accepts the registration of one single vehicle only. Registration of two or more vehicles sharing of one single car parking space is prohibited.
9. 所有車輛必須在任何時間於擋風玻璃清楚顯示有效的車輛登記牌照以及於車輛前部和後部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 complied with the captioned requirements.
10. 香港科學園租戶可申請已被獲配限額之車位，車位用戶須遞交附上公司蓋印之申請表格以便申請有關指定停車場之泊車位。Hong Kong Science Park tenants are entitled to apply for parking spaces. Applicants who apply the said parking space shall submit the application form with company chop endorsement. Users who would like to apply for the said parking spaces shall seek endorsement from their companies and company chop should be stamped on the application form.
11. 車位申請之決定權將根據租戶獲香港科技園公司分配之車位數量及當時車位可供出租之情況作考慮因素，香港科技園公司保留做出最後決定的權利，若月租車位已全部出租，香港科技園公司/科學園設施管理處有權安排租戶租用二期車位作取代，申請人不得異議。Car parking application shall be considered subject to the number of car park spaces a tenant entitles and car park spaces availability. Hong Kong Science & Technology Parks Corporation reserves the right to make the final decision. Hong Kong Science & Technology Parks Corporation / Facilities Management Office of Science Park reserve the right to allocate carpark space at Phase 2 in case no monthly parking spaces in Phase 3 are available
12. 車位用戶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費或費用。Car park user shall bear all outstanding payment and any charges which issued by the Facilities Management Office.
13. 本條款及細則的中英文版本如有歧義，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.

(For Phase 3a & b)

香港科學園

Hong Kong Science Park

「快易通」標籤租用申請表格

"Autotoll" Tag Rental Application Form

**注意事項:** 本表格只供科學園三期停車場月租車位申請人填寫，而申請人並非現有「快易通」客戶。有關申請租用「快易通」的標籤只可用作出入科學園三期停車場之用(不可用於繳付隧道費用)。申請人請仔細閱讀本表格，並以大楷填寫資料。

**Notes:** This form only serves for applicant for applying Hong Kong Science Park Phase 3 monthly parking. Applicant must NOT be a current "Autotoll" user and only apply for the rental of "Autotoll" Tag for parking at Hong Kong Science Park Phase 3 Carpark (the Tag could not be used for the payment of tunnel toll). Please read the notes carefully before completing this form. All items should be completed in BLOCK LETTERS.

甲部：服務選項 (請選擇其中一項)

**PART A: TYPE OF SERVICE** (Please tick ONE ONLY)

- A.1  租用標籤 (須繳付\$450 按金，視乎標籤存量而定)  
Tag rental (Deposit of HK\$450 Per Tag, subject to the availability of tag)
- A.2  取消及退回標籤 (請填寫丙部收款人銀行資料，倘若標籤遺失或損壞，按金將會被沒收)  
Cancellation of Tag (Please fill in Part C: Particular of bank details for deposit refund. In case the tag is lost or damaged, the deposit paid for the tag will be forfeited.)

乙部：申請人詳情

**PART B: PARTICULARS OF APPLICANT**

1.	公司名稱 Name of Company:	
2.	公司地址 Company Address:	
3.	申請人姓名 Name of Applicant:	
4.	辦公室電話 Office Tel. no.:	
5.	聯絡電話 Contact Tel. no.:	(日間 Day)
		(夜間 Night)
6.	電郵 E-mail Address:	
7.	車輛登記號碼 Car Registration No.:	
8.	車主電話 Contact no. of Vehicle Owner:	

(For Phase 3a & b)

**條款及細則**  
**Terms & Conditions**

1. 租用申請接納與否須視乎車位及標籤存量而定。租用「快易通」標籤只適用於香港科學園三期停車場。  
The approval of application depends on the availability of parking spaces and tag. "Autotoll" Tag can only be used for Phase 3 carpark of Hong Kong Science Park.
2. 當收到所有申請文件及按金後，設施管理處會於 2-3 個工作天內將「快易通」標籤發予申請者。  
Upon receipt of all documents and deposit for the application, Facilities Management Office will deliver the "Autotoll" tag to the applicant within 2-3 working days.
3. 每個標籤按金 HK\$450，以信用卡或支票(抬頭請註明“**香港科技園公司**”)支付並連同申請表一併交回設施管理處。  
A deposit of HK\$450 per Tag should be settled by credit card or cheque (made payable to “**Hong Kong Science & Technology Parks Corporation**”) and submitted to FMO together with the application form.
4. 租借「快易通」標籤是每月第一日開始，到該月最後一日結束。當申請人不再租用三期停車場車位，須在 3 個工作天內歸還標籤，否則已付之按金將被沒收。  
Rental period of "Autotoll" Tag is from the 1<sup>st</sup> calendar day to the last day of each calendar month. If the applicant no longer rents Phase 3 carpark space, the Tag should be returned within 3 working days. Otherwise, the paid deposit will be forfeited.
5. 當申請人退回標籤後，設施管理處會在十四個工作天內以銀行轉帳形式退回按金到申請人的私人或公司戶口。倘若遺失標籤或標籤已損壞，已繳付之按金將不獲退回。  
Upon return of Tag, Facilities Management Office will refund the deposit within 14 working days by bank transfer to personal or company account. If the Tag is lost or damaged, the deposit paid will not be refunded.
6. 所有標籤一經租出，除非無法使用及進出三期停車場，否則一概不予更換。  
All rented Tag will not be replaced unless it cannot be used or entering / leaving Phase 3 carpark.
7. 本條款及細則的中英文版本如有歧義，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.

(For Phase 3a & b)

**丙部：收款人銀行資料 (取消及退回標籤適用)**  
**Part C: PARTICULAR OF BANK DETAILS FOR DEPOSIT REFUND**

(For Cancellation of "Autotoll" Tag)

申請公司名稱 / 申請人名稱:

Name of Tenant / Applicant: \_\_\_\_\_

銀行資料如下:

Bank Details as follows:

Name of Beneficiary: 收款人帳戶名稱 (2)			
Beneficiary Bank: 收款人銀行名稱			
Beneficiary Account No: 收款人銀行帳號	Bank Code 銀行編號	Branch Code 分行編號	Account number 戶口號碼
Swift Code: 銀行 SWIFT 代號			

備註 Remarks:

- (1) 請填寫所有欄目，否則退款可能延遲。  
All fields above must be provided; otherwise the refund may be delayed.
- (2) 收款人帳戶名稱須與租戶名稱/申請人名稱，否則，請完成以下授權部份。  
The beneficiary name should be same as the tenant / applicant, otherwise, please complete the authorization below.
- (3) 如有任何疑問，請致電 2629 6929 或電郵 [accounts@hkstp.org](mailto:accounts@hkstp.org) 至香港科技園公司會計部查詢。  
Please contact HKSTP Accounts Department on 2629 6929 or by email [accounts@hkstp.org](mailto:accounts@hkstp.org) if you have any enquires.

本人/吾等謹此同意授權香港科技園公司直接轉帳至以上填寫的銀行帳號予收款人。  
We / I hereby authorize Hong Kong Science and Technology Parks Corporation to make payment directly to the bank account of the above beneficiary.

簽名及公司蓋印 Signature with company chop

姓名 Name:

職位 Position:

日期 Date:

(For Phase 3a & b)

**丁部：收集個人資料聲明**  
**Part C: Personal Information Collection Statement**

本表格之中的個人資料將被用作處理停車場泊車申請有關的事宜上。如有需要，有關資料可能透露或被送交獲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」，您有權請求查閱和更正任何個人資料。

The Department will use the information provided by you for the car park application purpose and may give some of the information to other parties authorized by law to receive it. Subject to exemptions under the Personal Data (Privacy) Ordinance, you have the right to request access to or correction of personal data.

**戊部：聲明**  
**PART D: 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 Regulations governing Traffic and Parking in Hong Kong Science Park (HKSP) Building 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  
Signature of Applicant: \_\_\_\_\_

公司蓋印  
Company Chop: \_\_\_\_\_

日期  
Date: \_\_\_\_\_

**己部：設施管理處專用**  
**Part E: (To be completed by Facilities Management Office)**

- Accept & complete the application
- Reject the application (Remark : \_\_\_\_\_)

Completion and  
Tag issue Date \_\_\_\_\_

Approved by  
Facilities Manager \_\_\_\_\_