

A8 – Car Park Management Policy

Charge Schedule

Monthly Parking Rates	(Effective on 1-1-2022)
Vehicle Type	Monthly Rate
Private vehicles	\$2,000.00/ month (floating space)
Motorcycles (Phase 1 & 2 Only)	\$500.00/ month

Hourly Parking Rates	(Effective on 1-1-2022)
Vehicle Type	
Private vehicles	\$18.00 per hour
Motorcycles	
Loading / Unloading vehicles (Phase 3, Building 17W & Building 19W Only)	\$80.00 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 floating monthly car parking services.

Monthly parking (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 car parks.

Location of Shroff Office

Phase 1

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

Phase 2

Service Counter at G/F of Building 8W and Building 10W (24-hour)

Phase 3

Service Counter at 1/F of Building 12W (24-hour)

Service Counter at 1/F of Building 16W (09:00 – 21:00)

Building 19W

Service Counter at 1/F of Building 19W (24-hour)

Payment Method

- Monthly parking : • Cheque, Credit Card or Autopay[#] (Carpark in/out by Autotoll at Phase 3 carpark, by RFID tag at 19W Carpark)
- Payment could be made at Shroff Office located at Building 1E, Building 8W (24 hours)
- Hourly parking : • Octopus only at all tow

[#]Payment methods only accept from 2nd 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 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. HKSTP and FMO 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 / “Autotoll” tag / “RFID” tag are the property of HKSTP and shall be returned to FMO for termination when tenants move out of the Park.
16. Car Park access cards (included but not limited to smart card/Autotoll tag/RFID tag) 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 FMO 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 FMO. 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. HKSTP and FMO 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. HKSTP and FMO 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 FMO and pay attention to the safety of others.
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.

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29. 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.
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 FMO.
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" (Phase 3) / RFID tag (Building 17W & Building 19W) or the "Autotoll Tag" / RFID tag is not functioned at the exit, he or she 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.
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 FMO 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.
35. Electric vehicle 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.
36. 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.
37. The HKSTP and the HKSP FMO 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.
38. The HKSTP and the HKSP FMO 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.

Revision of Regulation

These "Car Park Regulations" could be reviewed and revised, amended, added and deleted as and when deemed necessary by HKSTP and FMO 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 (FMO) 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 by email to carpark@hksciencepark.org.
3. Monthly Parking fees:
 - Monthly Floating Parking Fee = HK\$2,000 / month.
 - Monthly Motor Cycle Parking Fee = HK\$500 / month.
4. The validity of car park access is from the 1st 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 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. 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. 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 in the following month without previous 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.
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. 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.
12. 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 (一,二期車場)

Monthly Parking Application Form (Phase 1, 2 Car Park)

Register No.: _____

Handled by: _____

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 (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	:
*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	:
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"/> 流動車位：港幣 2,000 元/月 Floating Parking Space (HK\$2,000/month) <input type="checkbox"/> 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 & 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.

收集個人資料聲明

Personal Information Collection Statement

本表格內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香港科技園公司作其他用途或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。（請致電設施主任 2639 8008 查詢）。上述資料將於使用日期結束的 12 個月後銷毀。

The Department will use the information provided by you for the car park application purpose and may give some of the information to HKSTP for other uses or 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. (Please contact our Facilities Officer, Tel: 2639 8008 for query). The information provided will be destroyed after 12 months of 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 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 20th 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 1st 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-month 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. 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 of Smart Card, 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.
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 would like to apply the said parking space shall submit the application form with their company chop endorsement.
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為考慮因素，香港科技園公司保留最後決定的權利。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費或費用。Applicant of Car park space and the registered vehicle owner or the authorized vehicle user shall bear all outstanding payment and any charges which issued by the FMO.
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.

香港科學園

Register No.: _____

Hong Kong Science Park

月租車位資料更改表格 (一,二期車場)

Handled by: _____

Monthly Parking Information Amendment Form (Phase 1, 2 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 (前後頁) Vehicle Registration Documents (Both Front & Back Page)
- ☐ 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 the followings according to the amendment details:

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	:
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 ☑ as appropriate					
現有 Existing	更新 New				
<input type="checkbox"/>	<input type="checkbox"/>	流動車位：港幣 2,000 元/月 Floating Parking Space (HK\$2,000/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

收集個人資料聲明**Personal Information Collection Statement**

本表格內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香港科技園公司作其他用途或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。（請致電設施主任 2639 8008 查詢）。上述資料將於使用日期結束的 12 個月後銷毀。

The Department will use the information provided by you for the car park application purpose and may give some of the information to HKSTP for other uses or 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. (Please contact our Facilities Officer, Tel: 2639 8008 for query). The information provided will be destroyed after 12 months of 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 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: _____

香港科學園

Register No.: _____

Hong Kong Science Park

Handled by: _____

月租車位申請表 (三期 / 17W&19W 車場)

Monthly Parking Application Form (Phase 3 / 17W&19W 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 (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	:
*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	:
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					
流動車位：港幣 2,000 元/月 Floating Parking Space (HK\$2,000/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

適用於第三期停車場 Applicable to Phase 3 Car Park

「快易通」用戶資料 Particulars of Vehicle Owner 請☐選以下需申請之項目 Please ☑ as appropriate
<p>是否「快易通」用戶？ Are you a “Autotoll user”?</p> <p><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.</p> <p><input type="checkbox"/> 否 No</p> <p><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 (https://www.autotoll.com.hk) 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 (https://www.autotoll.com.hk)</p> <p><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).</p>

適用於 17W&19W 停車場 Applicable to 17W & 19W Car Park

「RFID」用戶資料 Particulars of Vehicle Owner 請☐選以下申請之項目 Please ☑ as appropriate
<p><input type="checkbox"/> 申請者必須租用「RFID」標籤用作出入科學園 17W & 19W 停車場。 Applicants must rent the “RFID Tag” for parking at Hong Kong Science Park 17W & 19W Carpark. 請填寫“香港科學園「RFID」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 “RFID” Tag Rental Application Form” (deposit of HK\$450 will be levied and will be refunded when the tag is returned without damage).</p>

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.

收集個人資料聲明**Personal Information Collection Statement**

本表格內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香港科技園公司作其他用途或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。(請致電設施主任 2639 8008 查詢)。上述資料將於使用日期結束的 12 個月後銷毀。

The Department will use the information provided by you for the car park application purpose and may give some of the information to HKSTP for other uses or 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. (Please contact our Facilities Officer, Tel: 2639 8008 for query). The information provided will be destroyed after 12 months of the 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 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 _____
☐ 17W & 19W Building _____ Floor _____

Car Park Label No. : HK - _____

Completion

- ☐ Payment
☐ Request AC2000 Record

☐ Update Car Park System

香港科學園

Register No.: _____

Hong Kong Science Park

月租車位資料更改表格 (三期 / 17W&19W 車場)

Handled by: _____

Monthly Parking Information Amendment Form (Phase 3 / 17W&19W 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 (前後頁) Vehicle Registration Documents (Both Front & Back Page)
☐ 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.*	
「快易通」標籤號碼 “Autotoll” Tag Number / 「RFID」標籤號碼 “RFID” 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	
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	:
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 No.	: (現有 Existing) (更新 New)
「RFID」標籤號碼 “RFID” Tag 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 ☐ as appropriate					
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

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The Department will use the information provided by you for the car park application purpose and may give some of the information to HKSTP for other uses or 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. (Please contact our Facilities Officer, Tel: 2639 8008 for query). The information provided will be destroyed after 12 months of 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 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: _____

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

For Phase 3 Car Park Use Only 僅適用於第三期停車場

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：_____

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 20th 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 1st 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為考慮因素，香港科技園公司保留最後決定的權利。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費或費用。Applicant of Car park space and the registered vehicle owner or the authorized vehicle user shall bear all outstanding payment and any charges which issued by the FMO.
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.

香港科學園

Hong Kong Science Park

「快易通」 / 「RFID」標籤租用申請表格

"Autotoll" / "RFID" Tag Rental Application Form

Autotoll /

RFID Tag No. : _____

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:

請☑選以下申請之項目 Please ☑ as appropriate	
<input type="checkbox"/>	「快易通」標籤 “Autotoll” Tag 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」的標籤只可作出入科學園三期停車場之用(不可用於繳付隧道費用)。 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.
<input type="checkbox"/>	「RFID」標籤 “RFID” Tag 只供科學園 17W&19W 停車場月租車位申請人填寫，而申請人必須租用「RFID」標籤。有關申請租用「RFID」的標籤只可作出入科學園 17W & 19W 停車場之用。 Only serves for applicant for applying Hong Kong Science Park 17W & 19W monthly parking. Applicant must rental of “RFID” Tag for parking at Hong Kong Science Park 17W & 19W Carpark.

申請人請仔細閱讀本表格，並以大楷填寫資料。 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:	

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。租用「RFID」標籤只適用於香港科學園17W&19W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. "RFID" Tag can only be used for 17W & 19W 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」/「RFID」標籤發予申請者。
Upon receipt of all documents and deposit for the application, Facilities Management Office (FMO) will deliver the "Autotoll" tag / "RFID" 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」/「RFID」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" / "RFID" Tag is from the 1st 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，設施管理處會在大約 4-6 個星期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 4-6 weeks 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，除非無法使用或進出停車場，否則一概不予更換。
All rented Tag will not be replaced unless it cannot be used or entering / leaving 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.

丙部：收款人銀行資料 (取消及退回「快易通」/「RFID」標籤適用)

Part C: PARTICULAR OF BANK DETAILS FOR DEPOSIT REFUND

(For Cancellation of "Autotoll" / "RFID" 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申請表中的租戶名稱/申請人名稱相同。

The beneficiary name must be same as the tenant / applicant in the application form.

(3) 如有任何疑問，請致電 2629 6929 或電郵 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 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:

丁部：收集個人資料聲明

Part D: Personal Information Collection Statement

本表格內的個人資料將被用作申請月租車位的事宜上，並只在合理情況下交予相關政府執法機關使用。根據「個人資料(私隱)條例」，您有權要求查閱和更正任何個人資料(請致電設施主任 2639 8008 查詢)。上述資料將於使用日期結束的 12 個月後銷毀。

The Department will use the information provided for handling monthly parking application matter only and the information may give to other government departments authorized by law to receive it. Subject to exemptions under the Personal Data (Privacy) Ordinance, you have the right to request access to correction of personal data (Please contact our Facilities Officer, Tel: 2639 8008 for query). The information provided will be destroyed after 12 months of the end date of parking service.

戊部：聲明

PART E: 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 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 F: (To be completed by Facilities Management Office)

☐ Accept & complete the application

☐ Reject the application (Remark : _____)

Completion and

Tag issue Date

Approved by

Facilities Manager

香港科學園

Hong Kong Science Park

Register No. : _____

Handled by : _____

月租單車位申請表(一/三期)

Monthly Bicycle Parking (Phase 1/3) Application Form

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	
<input type="checkbox"/> * 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.

收集個人資料聲明**Personal Information Collection Statement**

本表格內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香港科技園公司作其他用途或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。(請致電設施主任 2639 8008 查詢)。上述資料將於使用日期結束的 12 個月後銷毀。

The Department will use the information provided by you for the car park application purpose and may give some of the information to HKSTP for other uses or 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. (Please contact our Facilities Officer, Tel: 2639 8008 for query). The information provided will be destroyed after 12 months of 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 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**

☐ Accept & complete the application

☐ Reject the application (Remark: _____)

Approved Date: _____ Approved by
Facilities Manager : _____

For Success Applications

Commencement Date : _____

Assigned Parking Location : _____

Car Park Label No. : BPP _____

Completion

☐ Payment

☐ Request AC2000 Record

☐ 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，香港科學園設施管業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 use only. Apart from parking bicycles, authorized tenants are not allowed to adopt the monthly bicycle parking space for other use or otherwise, all stuffs 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 are 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 issued 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。It is the user's own 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. 香港科學園設施管業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 materials at the monthly bicycle parking space which in breach of any regulation or terms and conditions therein 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.

To: Hong Kong Science Park Facilities Management Office

ABC Limited (Company name) (the "Company"), 1234567 (Business registration number) 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 _____

Company _____ Authorized Person : _____

Stamp : _____ Date: _____

Copy of valid business registration document(s) must be attached

Personal Information Collection Statement

The personal data in this form will be used for handling matters related to parking applications. 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", you have the right to request access to and correction of any personal data. (Please call our Facilities Officer 2639 8008 for enquiries).

香港特別行政區政府 The Government of the Hong Kong Special Administrative Region		PAGE: 1
車輛登記文件 Vehicle Registration Document		
車輛詳情 DETAILS OF VEHICLE		Registration No. ABC 6
類別 Class	PRIVATE CAR	主權可申 Year of Manufacture
廠名 Make	JAGUAR	生產國家 / 地區 Country/Piece of Origin
型號 Model	XJ6 LWB SUPERSPORT	淨重(不含司機) Net Weight (Excluding driver)
車牌號碼 / 車身編號 Chassis No. / V.I. No.	[REDACTED]	全座泊位 / 座位數目 Seating Capacity (Excluding driver) / Seats
引擎號碼 Engine No.	[REDACTED]	全座泊位 / 座位數目 Seating Capacity (Excluding driver) / Seats
燃料容量 Fuel Capacity	(PETROL) 5000 公升 LITRES	首次註冊日期 Date of First Registration
最大馬力 Rated Power	***** kW	首次註冊時的車輛狀況 First Registration Vehicle Status
顏色 Colour	BLACK-VAR	已繳付的稅項價值 Tax Paid Value
車身類型 Body Type	SALOON	已繳付的貨車稅 Value of Tax-exempted Accessories
牌照類別 Type Approved No.	[REDACTED]	免稅保養及維修部份的價值 Value of Unexempted Portion of Tax-exempt Warranty
車輛尺寸 Dimensions of Vehicle	長度 Length ***** m 寬度 Width ***** m 高度 Height ***** m	1980年6月15日以前之舊車稅 Number of Previous Owners since 15.6.1980
許可車輛總重 Permitted Gross Vehicle Weight	***** Tonnes	登記執照日期 Date registered as Owner
最高允許載重量 Maximum Permitted Load	***** Tonnes	牌照條件 Conditions of Licence
許可組合總重量 Permitted Gross Combined Weight	***** Tonnes	REMARKS
許可行李總重量 Permitted Luggage Compartment Weight	***** Tonnes	
登記車主細節 DETAILS OF REGISTERED OWNER		登記車主簽署 Signature of Registered Owner
中港雙邊身分證 Identity Document No.	[REDACTED]	
登記車主姓名 Full Name of Registered Owner	[REDACTED]	
ABC Limited		
發售日期 Date of Issue	[REDACTED]	
經手人 Transaction:	[REDACTED]	
		NO. P

正本 ORIGINAL		[第 5 條] [Regulation 5]	
Xerox 中文及英文 Xerox Chinese & English		[第 3 條] [Regulation 3]	
業務 / 正副所用名稱 Name of Business/ Corporation		BUSINESS REGISTRATION ORDINANCE (Chapter 31B)	
地址 / 分行名稱 Branch Name		[第 4 條] [Regulation 4]	
地址 Address		商業 / 工商登記證書 Business / Industrial Registration Certificate	
承辦商 Name of Business		XXXXXX	
法律地位 Status		SAMPLE	
生效日期 Date of Commencement		樣本 / 样本	
到期日期 Date of Expiry		XXXXXX	
登記證號碼 Certificate No.		1234567	
登記費及徵費 Fee and Levy		(登記費 FEE = XXX) (徵費 LEVY = XXX)	

請注意下列《商業登記條例》的規定：

- 第 6(6)條規定任何商業機構獲發營業登記證或分行登記證，並不表示該業務或其職員受有關的任何法律規定。
- 第 12 條規定各業務處時其有效的商業登記證或有效的分行登記證於每一營業地點展示。

繳納時將此商業登記證及繳款通知書一併交回，在付款後，本通知書將作為有效的商業 / 辦事處證明。(請參閱背面條款及細則內容。)

Please produce this certificate and demand note intact at time of payment. This demand note will only become a valid business registration certificate upon payment. (Please see payment instructions overleaf.)

繳納時將此商業登記證及繳款通知書一併交回，在付款後，本通知書將作為有效的商業 / 辦事處證明。(請參閱背面條款及細則內容。)

RECEIVED FEE AND LEVY HERE STATED IN PRINTED FIGURES.

To: Hong Kong Science Park Facilities Management Office

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).

<p>申請人資料</p> <p>Particulars of Applicant</p>	
<p>公司名稱 Name of Company *</p> <p>ZZZ Limited</p>	
<p>申請人姓名 Name of Applicant *</p> <p>Chan Tai Man</p>	
<p>電郵 E-mail Address *</p>	
<p>聯絡電話 Contact Tel. no. *</p>	
<p>智能卡編號 Smart card no. *</p> <p>12345</p>	

Name : Lee Mei Yan Contact number : _____

Email: _____ Signature: _____

Date: _____

Copy of the HKID of the authorized person must be attached

Personal Information Collection Statement

The personal data in this form will be used for handling matters related to parking applications. 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", you have the right to request access to and correction of any personal data. (Please call our Facilities Officer at 2639 8008 for enquiries).

香港特別行政政府
The Government of the Hong Kong Special Administrative Region
車輛登記文件
Vehicle Registration Document

PDF: 1

DETAILS OF VEHICLE

類別 / Class
CHASSIS PRIVATE GAR
車身 / CHASSIS JAGUAR
Model XJS 0 LBS SUPERSPORT
車牌號碼 / 牌照號碼 / 車牌號碼 / 車牌號碼
Chassis No. / V.C. No. [REDACTED]
引擎號碼 / 引擎號碼 / 引擎號碼 / 引擎號碼
Engine No. [REDACTED]

燃料系統 / 燃料系統 / 燃料系統 / 燃料系統
Fuel System (PETROL) 5000 公升 / 公升
容量 / Capacity
最大馬力 / Max Power 千瓦 / 千瓦

顏色 / Colour BLACK-YAR
車身類型 / Body Type SALOON
製造年份 / Year of Manufacture

製造年份 / Year of Manufacture
First Registration Value \$1315320.90
已繳付的首次登記 / First Registration Tax Paid \$1310119.19

免稅配件 / Exempt Accessories
Value of Tax exempt Accessories \$0.00
稅務局 / 稅務局 / 稅務局 / 稅務局
Value of Unexempt Portion of Tax-exempt Vehicle \$0.00

1990年6月15日以前之香港註冊日期 / Number of Registered Years (Before 15.6.1990) 0
登記年份 / 登記年份 / 登記年份 / 登記年份
Date registered as Owner

許可車輛類型 / Permitted Gross Vehicle Weight 公噸 / 公噸
Maximum Permitted Axle Weight 公噸 / 公噸
許可組合車輛重量 / Permitted Gross Combined Weight 公噸 / 公噸
許可行車組合重量 / Permitted Loading / Consequence Weight 公噸 / 公噸

登記車主 / 登記車主 / 登記車主 / 登記車主
Details of Registered Owner
車主姓名 / 車主姓名 / 車主姓名 / 車主姓名
Full Name of Registered Owner

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Registration Mark ABC 6

註冊年份 / Year of Manufacture
車身類型 / Body Type
製造年份 / Year of Manufacture
First Registration Value \$1315320.90

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中港車牌一站通
www.chinahkcarplate.com

中港車牌一站通
www.chinahkcarplate.com

NO. P

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
Person : _____

Company
Stamp : _____

Date: _____

Personal Information Collection Statement

The personal data in this form will be used for handling matters related to parking applications. 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", you have the right to request access to and correction of any personal data. (Please call our Facilities Officer 2639 8008 for enquiries).

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:	_____

Personal Information Collection Statement

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