



申請編號: Ref No: _____

機密 Confidential

住戶證申請表

Resident Card Application Form

物業單位 Premises	座別 Block	樓層 Floor	單位 Unit
住戶證款式 Type of Card	A / B	A / B	A / B
住戶證編號 No. of Card (職員使用 Staff Use Only)			
中文姓名 Chinese Name	1 女士/太太/先生	2 女士/太太/先生	3 女士/太太/先生
英文姓名 English Name	Ms/Mrs./Mr.	Ms/Mrs./Mr.	Ms/Mrs./Mr.
香港身份證號碼 HKID No. 【e.g. A123xxx(x)】	_ _ _ _ X X X (X)	_ _ _ _ X X X (X)	_ _ _ _ X X X (X)
聯絡資料 Contact Info:			
住宅 Home:			
手提電話 Mobile:			
電郵 E-mail:			
住戶證功能包括： The functions of Resident Card included:	A 款住戶證		B 款住戶證
	1) 乘搭屋苑穿梭巴士服務 Using the shuttle bus service 2) 免費使用泳池設施 Free charges of using swimming pool facilities 3) 使用住客會所設施 Using clubhouse facilities		1) 乘搭屋苑穿梭巴士服務 Using the shuttle bus service <u>Remarks:</u> * 家庭傭工只限申請 B 款住戶證 Domestic helpers are limited to apply Type B Resident Card
重要 Important			
申請人請填妥本表格連同所需文件親臨客戶服務處，辦理有關手續。 Applicant please submits completed form and relevant documents to Customer Service Office in person. 倘申請人未能親臨客戶服務處辦理上述申請，請將已填妥之申請表連同所需文件之副本以信封密函及寫上“機密”字樣，交回客戶服務處收，以避免申請之個人資料外洩。 To avoid disclosure of your personal information, please send your application to Customer Service Office in a sealed envelope and marked “CONFIDENTIAL” if the application process by mail. 注意：個人資料收集聲明 Notes: Personal Data Collection Statement		吾/吾等願意接受及遵守住戶智能咭守則之條款 I/We agree to accept and obey the terms stated in Resident Card. <input type="checkbox"/> 業主 Owner <input type="checkbox"/> 租戶 Tenant*	
本公司在處理閣下的申請過程中所收集有關閣下的個人資料，只會用於與該申請有關的用途。根據《個人資料(私隱)條例》，閣下有權要求查閱及改正申請表上所填報的個人資料。如閣下欲行使這項權利，請以書面向本公司提出。閣下的資料將絕對保密，本公司不會向任何外界機構透露閣下的個人資料，除非已獲閣下的同意，或按法律規定進行，或事前已通知閣下。 The personal data collected in this application form will be used by our company in activities relating to the application. Under the Person Data (Privacy) Ordinance, you have to right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please write to our Company. Your information will be kept confidential and will not be disclosed to other parties unless agreed by your good self or according to legal requirement or when advance notice been served to you.		_____ 業主簽署 Signature of Owner	
		_____ *租戶簽署* Signature of Occupant	
		*如申請人非該物業之業主，此申請表須得業主簽署確認或提交有效授權書 *Non-owner should submit the application form with owner's signature or authorization documents.	