荃威花園修改八達通出入功能系統資料申請表

Octopus Entrance System Amendment Application Form

申請人姓名:					
Name of Applicant:					
聯絡電話:					
Contact No.:	应 Plack	# Floor	⇒ Flot		
單位:	座 Block	樓 Floor	室 Flat		
本人為上述單位之業主/獲授權人,要求修改以下八達通門禁系統登記資料。					
As the Owner(s) / Authorized Person of the above mentioned unit, request to revise the entrance system					
Octopus card information as be	elow:				
□取消 Cancellation □遺失 Lost □新增 Addition		□新增 Addition	□更改 Replacement		
□取消登記所有八達通資料 Cancellation of all data					
*請說明原因(必須填寫) Reason for revision(compulsory):					
		puisery)			
取消登記八達通卡號碼 (如有) 新八達通卡號(如有) (新增/更改)					
Unregister Octopus Card No. (If any)		New Octopus Card No	New Octopus Card No. (If any) (Addition/Replacement)		
(只取消登記毋須繳付行政費)		(如已使用完 6 張免費限额	(如已使用完 6 張免費限額後每張需繳付\$50 元行政費)(不設退還)		
		(HK\$50 per card after usin	(HK\$50 per card after using all 6 free cards)		
		(Non-Refundable)	(Non-Refundable)		
1.	()	1.			
2.		2.			
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3.] 3.			
		,			
4.		4.			
		,			
5.		5.			
		,			
6.		6.			
7.] 7.			
(如需要)(If necessary)		(如需要)(If nece	essary)		
8.] 8.			
(如需要)(If necessary)		(如需要)(If nece	essary)		

申請細則及注意事項 Rules and Notices for Application:

1. 申請人必須為荃威花園業主,租客須由業主代為申請或以書面授權申請(請業主填妥後頁之授權書)。

Applicant should be the flat owner of Allway Gardens. A written authorization should be submitted for tenants to apply for octopus entrance. (Please submit the authorization letter attached.)

- 2. 八達通如有遺失或被竊,請盡快以書面向荃威花園管業處報失。
 - If the card was lost or stolen, the card holder should contact the Management Office to report in writing as soon as possible.
- 3. 持證人必須為荃威花園業主或住戶。
 - The card holders must be the owners or the residents of Allway Gardens, or one who has the authorization.
- 4. 荃威花園管業處有權拒絕不符合要求的申請。
 - The Management Office of Allway Gardens has the right to reject the application.
- 5. 荃威花園管業處保留最終決定權。

In the case of any dispute, the decision of The Management Office of Allway Gardens shall be final.

Authorized Person:	Date:
Signature of Owner(s)/	
業主/授權人簽署	申請日期

收集個人資料聲明

荃威花園管業處在處理 閣下的申請過程中所收集的個人資料,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,請用書面向管業處提出。 閣下的資料將絕對保密,本處不會向任何外界機構透 露 閣下的個人資料,除非已獲 閣下同意,或按法律規定進行,或事前已通知 閣下。

Personal Information Collection Statement

The personal data collected in this application form will be used by the Management Office of Allway Gardens in activities relating to the application. Under the Personal Data (Privacy) Ordinance, you have the right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please write to the Management Office. Your information will be kept confidential and will not be disclosed to other parties unless agreed by your goodself or according to legal requirement or when advance notice been served to you.

授權書

致: 荃威花園管業處

本人/我們	(業主姓名),為荃威花園		樓室
單位業主,身份證號碼	,現授權予		(被授權人姓名)
辦理八達通出入功能系統申請	; °		
年月	П	(業主簽署)
	Letter of Authorization	on	
To the Management Office of	Allway Gardens:		
I/We,	(name(s) o	of owner(s)), beir	ng the owner(s) of
Flat, B	lock, Allway Gardens,	HKID	,
hereby authorize	(name of autho	rized person) to 1	make the application
of the octopus entrance system	n.		
		(Signati	ure of owner(s))
Date:			