

兒童住戶証申請表 **Kid's Resident Card Application Form**

單位 Unit	采葉庭 The Parcville	座 Tower	樓 Floor	室 Flat
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Applicant 申請人 (1) <input type="checkbox"/> First Application/ 首次申請 <input type="checkbox"/> Replacement / 補領 <input type="checkbox"/> Change of Particulars / 更改資料		<div style="border: 1px solid black; padding: 10px; width: 150px; margin: auto;"> 申請人相片 Photo of Applicant </div>	Card Number :
Surname 姓氏 _____ First Name 名 _____ Gender 性別 <input type="checkbox"/> Male/ 男 <input type="checkbox"/> Female / 女			Issued by:
Relationship with Owner 與業主關係 _____ Year of Birth 出生年份 _____ <input type="checkbox"/> 子女 Child <input type="checkbox"/> 租客子女 Tenant's Child <input type="checkbox"/> 親屬 Relatives			Charged :
Father's Name 父親姓名 _____ Mother's Name 母親姓名 _____			Exp date :
Guardian/Relative's Name 監護人/親屬姓名 _____ Contact Tel. No 聯絡電話 _____			

Applicant 申請人 (2) <input type="checkbox"/> First Application/ 首次申請 <input type="checkbox"/> Replacement / 補領 <input type="checkbox"/> Change of Particulars / 更改資料		<div style="border: 1px solid black; padding: 10px; width: 150px; margin: auto;"> 申請人相片 Photo of Applicant </div>	Card Number :
Surname 姓氏 _____ First Name 名 _____ Gender 性別 <input type="checkbox"/> Male/ 男 <input type="checkbox"/> Female / 女			Issued by:
Relationship with Owner 與業主關係 _____ Year of Birth 出生年份 _____ <input type="checkbox"/> 子女 Child <input type="checkbox"/> 租客子女 Tenant's Child <input type="checkbox"/> 親屬 Relatives			Charged :
Father's Name 父親姓名 _____ Mother's Name 母親姓名 _____			Exp date :
Guardian/Relative's Name 監護人/親屬姓名 _____ Contact Tel. No 聯絡電話 _____			

Applicant 申請人 (3) <input type="checkbox"/> First Application/ 首次申請 <input type="checkbox"/> Replacement / 補領 <input type="checkbox"/> Change of Particulars / 更改資料		<div style="border: 1px solid black; padding: 10px; width: 150px; margin: auto;"> 申請人相片 Photo of Applicant </div>	Card Number :
Surname 姓氏 _____ First Name 名 _____ Gender 性別 <input type="checkbox"/> Male/ 男 <input type="checkbox"/> Female / 女			Issued by:
Relationship with Owner 與業主關係 _____ Year of Birth 出生年份 _____ <input type="checkbox"/> 子女 Child <input type="checkbox"/> 租客子女 Tenant's Child <input type="checkbox"/> 親屬 Relatives			Charged :
Father's Name 父親姓名 _____ Mother's Name 母親姓名 _____			Exp date :
Guardian/Relative's Name 監護人/親屬姓名 _____ Contact Tel. No 聯絡電話 _____			

業主簽署 Signature of Owner

申請日期 Date of Application

申請所需文件 Supporting Documents for Application		
認收 Received By	<input type="checkbox"/> 已簽署申請表 Signed Application Form <input type="checkbox"/> 學生手冊 Student Handbook <input type="checkbox"/> 聲明文件 Declaration Document <input type="checkbox"/> 其他 Others _____ <input type="checkbox"/> 收費(如有) Fee (if any) _____	(For Office Use Only)
核實文件 Verified Document	(For Office Use Only) 批核 Approved By	(For Office Use Only)

申請須知 Application Guidelines

1. 所有申請人須為三歲至五歲之**採葉庭**住戶。All applicants must be the residents of **The Parcville** and at the age of three to five.
2. 所有申請表必須由業主簽署方為有效，及簽署式樣須與客戶服務處之記錄相同。提交申請時，須提供所有申請人之有關居住證明文件，如學生手冊。All application forms must be duly signed by the Owner and the signature specimen must be matched with that in the record of Customer Service Office. Relevant proof of address for all applicants must be produced when submitting the application. e.g. Student handbook.
3. 每住宅單位可免費申請叁張兒童住戶証。補領兒童住戶証，將收取每張港幣貳拾圓正之手續費，此費用將不予退還。單位轉讓後，所有兒童住戶証會自動取消及須退回予會所或客戶服務處。Each residential unit is entitled to three free-of-charge Kid's Resident Cards. An administrative fee HK\$20 (non-refundable) for each card will be charged for the replacement of Kid's Resident Card. All Kid's Resident Cards will be cancelled spontaneously and must be returned to the Clubhouse or Customer Service Office after selling a flat.
4. 如需申請額外兒童住戶証，業主須向會所或客戶服務處出示證明(相關居住證明文件)以作申請。For application of additional Kid's Resident Card, the Owner must produce the proof of documents (relevant proof of address) to the Clubhouse or Customer Service Office.
5. 會所專供**採葉庭**住戶及其陪同之賓客使用，請在使用會所設施、活動、興趣班報名時出示有效兒童住戶証。The Clubhouse intends for the exclusive enjoyment of the residents of **The Parcville** and their guests. Please present the valid Kid's Resident Card while using the Clubhouse facilities, enrollment of activities and interest class.
6. 請填妥申請表上的資料後交回，並附上申請人之彩色近照壹張。請在相片背面寫上申請人姓名。Please complete and return the application form together with a recent colour photograph. Please write down the name of applicant on the back of the photograph.
7. 兒童住戶証不得轉借他人使用，一經發現，本處將取消持証人使用會所之權利。Kid's Resident Card is non-transferable to other users, if found, the rights of using the Clubhouse for the cardholder would be voided.
8. 更改兒童住戶証資料或交回取消後重新發出兒童住戶証，將收取每張港幣貳拾圓正之手續費，此費用將不予退還。An administrative fee HK\$20 (non-refundable) for each card will be charged for changing the cardholder's particulars or re-issuing a new Kid's Resident Card after cancellation and return.

***個人資料收集聲明

以下是新鴻基地發展有限公司、其附屬公司 (包括康業服務有限公司) 與聯營公司 (以下統稱「我們」或「本集團」) 作為根據《個人資料(私隱)條例》所闡釋的資料使用者的私隱政策，以保護客戶對本集團提供的所有資料。我們所收集的客戶個人資料，將會被妥善地保存，只有獲授權及曾接受適當訓練的僱員才獲准查閱有關資料，在未獲取得客戶的同意前，有關個人資料不會向本集團以外機構披露。我們可能會使用這些個人資料，不時向客戶傳送直接促銷本集團的產品或服務的推廣資訊，客戶可以書面或電子郵件提出拒絕繼續接收該等資料。拒絕服務的選擇會於市務推廣的過程中適當提供予客戶。

我們將致力確保客戶的私隱獲得適當保護，如客戶對我們的私隱政策及執行有任何疑問，請透過電郵 dpo@shkp.com 向本集團的資料保障主任查詢。

***PERSONAL INFORMATION COLLECTION STATEMENT

It is the policy of Sun Hung Kai Properties Limited, its subsidiaries (including Hong Yip Service Company Limited) and associated companies (collectively "we" or "our Group"), as a "Data User" as defined by the Personal Data (Privacy) Ordinance to safeguard all information provided to our Group by our Customers. Once we have obtained Customer's Personal Data, they will be maintained securely in our system. Only the authorized staff, who has been properly trained, will be permitted to access to such Personal Data, and we shall not release such Personal Data to any external parties without Customer's agreement. We may however from time to time send direct marketing materials promoting our Group's products to Customers based on their Personal Data; but shall stop doing so when being advised in writing or by e-mail that they do not wish to receive further materials from us. Suitable opt-out facilities will be provided during the direct marketing process.

We shall make our best endeavors to ensure that the privacy of Customers is properly protected. Should Customers have any queries about our privacy policy and practice, please e-mail to our Data Protection Officer at dpo@shkp.com.