

**大埔寶馬山 Grand Palisades**  
住戶証申請表 Resident Card Application Form

| (A) Details of Applicant 申請人資料        |   |
|---------------------------------------|---|
| Name of Owner/Tenant 業主/租戶姓名          | : _____ (*# <input type="checkbox"/> Owner 業主 <input type="checkbox"/> Tenant 租戶) |
| Unit 單位                               | : _____ Tower 座 _____ Floor 樓 _____ Flat 室  |
| Contact Phone No. 聯絡電話                | : _____   |
| #Tenant Agreement Expired Date 租約有效日期 | : 由 From _____ 至 to _____   |

(請就所屬類別加上☑號 Please ☑ in the appropriate box)

| (B) Details of Card Holders 住戶咭咭主資料 |  |                          |                                  |                          |   |                               |
|-------------------------------------|--|--------------------------|----------------------------------|--------------------------|---|-------------------------------|
|                                     | Name (Chinese – English)<br>姓名 (中文 – 英文) | New Apply<br>新申請         | Renew (old card no.)<br>更新(舊咭號碼) | Replacement<br>補領        | Relation to<br>owner/tenant<br>與業主/租戶關係 | Resident<br>Card No.<br>住戶咭號碼 |
| 1                                   |  | <input type="checkbox"/> | <input type="checkbox"/> ( )     | <input type="checkbox"/> |   |                               |
| 2                                   |  | <input type="checkbox"/> | <input type="checkbox"/> ( )     | <input type="checkbox"/> |   |                               |
| 3                                   |  | <input type="checkbox"/> | <input type="checkbox"/> ( )     | <input type="checkbox"/> |   |                               |
| 4                                   |  | <input type="checkbox"/> | <input type="checkbox"/> ( )     | <input type="checkbox"/> |   |                               |
| 5                                   |  | <input type="checkbox"/> | <input type="checkbox"/> ( )     | <input type="checkbox"/> |   |                               |
| 6                                   |  | <input type="checkbox"/> | <input type="checkbox"/> ( )     | <input type="checkbox"/> |   |                               |

(請就所屬類別加上☑號 Please ☑ in the appropriate box)

| (C) Confirmation 確認  |                          | Official Receipt No.<br>正式收據編號 : | Total Amount :<br>總金額 : |
|--|--------------------------|----------------------------------|-------------------------|
| I, the applicant, hereby agree to observe and be bound by the “Statement for Resident Card Application” in this application form and any amendment.<br>本人同意依從申請表內「申請住戶咭聲明」之所列的條款及責任與及任何修訂。 |                          |                                  |                         |
| Confirmed By 確認  | Handled By 處理人           | Checked By 檢查人                   |                         |
| Signature of owner/tenant<br>業主/租戶簽署   | Staff Name<br>職員姓名 _____ | Staff Name<br>職員姓名 _____         |                         |
| Date 日期  | Date 日期 _____            | Date 日期 _____                    |                         |

| (D) Confirmation after Receipt of Resident Card 領回住戶証後簽收 |                       |                 |                 |
|--|-----------------------|-----------------|-----------------|
| Endorsement of Receiver 領取人                              |                       | Handled By 經手人  |                 |
| Name of Receiver 領取人姓名 _____                             | Staff Name 職員姓名 _____ | Date 日期 : _____ | Date 日期 : _____ |

**(E) Statements for Resident Card Application 申請住戶証聲明**

1. Resident card can be used for recreational facilities provided by clubhouse. 住戶証乃提供住戶使用會所康樂設施。
2. Applicant of resident card should be the owner/tenant of that unit. 住戶証申請人必須是該單位之業主/租戶。
3. The Resident Card should only be used by the person to whom it is issued. In the event of misuse, the Management reserves the right to take back the possession of the card and take such reasonable actions against the resident to whom the Card is issued & the user of the Card as the Management deems appropriate. 住戶証只供已登記人仕使用，不得轉借他人，倘若被發現違反使用守則，管理公司有權沒收有關住戶証，並對有關人仕採取適當行動。
4. Maximum of 6 residents cards are allowed to apply for each unit. 每單位最多可申請 6 張住戶証。
  - a. Administration fee of HK\$10 for the first 4 cards will be charged 首 4 張住戶証的行政費用為每張 HK\$10;
  - b. Administration fee of HK\$20 for the while other 2 cards will be charged 其後 2 張住戶証的行政費用為每張 HK\$20;
  - c. Administration fee of HK\$50 per additional resident card will be charged and provide the address proof (maximum 2 residents card) 額外簽發住戶証之行政費為每張港幣HK\$50 (最多可申請2 張)，並必須出示有效之住址證明;
  - d. Administration fee of HK\$20 for every loss or damage card 住戶証損壞或遺失的行政費用為每張HK\$20。
5. Please enclose no. of 1 recent photos for each applicant. 各申請人隨表附上照片乙張。
6. Please show a copy of tenancy document, Sales & Purchase Contract or owner's authorization for verification. 申請者請出示租約、賣買合約或業主授權書，以核實身份。
7. Any resident move out from Grand Palisades or involve any change of ownership, the Resident Card will be terminated by the Management. 如任何住客搬離屋苑或因業權已轉讓，客戶服務中心有權取消有關住戶証。
8. According to the privacy right, the above information is for internal use in related to the management only, not for any marketing purpose. 因私隱條例，以上資料只供內部與管理相關事項使用，絕對保密。
9. This application will be completed after 3 working days 申請須3個工作天處理。
10. The Customer Services Centre reserves the right to amend the above rules and conditions without prior notice. 客戶服務中心有權隨時更改上述守則而無須另行通告

**PERSONAL DATA COLLECTION STATEMENT**

Any personal data ('Data') supplied herein may be used or applied at the entire discretion of Sino Estate Management Limited ("the Manager") (i) in relation to goods or services provided or to be provided by you to the estate or any part thereof; (ii) for communication, identification, verification and/or security purpose; (iii) for processing with the application or the transactions contemplated herein and, if required, for assessment thereof; (iv) for any matters in relation to building management and (v) for any other purposes in relation and/or incidental to the aforesaid purposes. The supply of Data is entirely voluntary. Failure to supply the Data may result in the Manager being unable to proceed with the application, transactions and/or assessment and/or to permit your entry to or stay in the estate or any part thereof. Data held by the Manager will be kept confidential but may be provided to other relevant parties for the aforesaid purposes including but not limited to owners' corporation, owners' committee, management committee, insurance companies, consultants, contractors, agents and their respective members, employees, agents, associated companies or such other parties as may be deemed necessary by the Manager. You have the right to request access to, and to request correction of your Data. Any such request should be made directly to the Manager via the Estate's Customer Service Centre in writing.

If you wish to make a data access request in accordance with the provisions of the Personal Data (Privacy) Ordinance, please feel free to contact our staff at 2653-4040.

In case of discrepancy between the English and Chinese versions above, the English one shall prevail.

**個人資料收集聲明**

信和物業管理有限公司(「管理人」)有完全自主權將閣下所提供之個人資料(「資料」)用作(i)閣下所提供予屋苑的商品或服務的有關用途;(ii)聯絡，識別，驗證和/或保安用途;(iii)處理申請或可預期的交易和進行評估;(iii)處理有關屋苑管理事務及(v)任何其他與上述有關的用途。閣下提供資料予管理人乃屬自願。如閣下未能提供該些資料可能會導致管理人無法處理申請，交易和/或評估和/或允許閣下進入或逗留在屋苑任何部分。管理人將對收集資料保密，資料或會為着前述目的提供予其他相關方包括但不限於業主立案法團、業主委員會、管理委員會、保險公司、顧問、承辦商、仲介人及他們的相聯公司或管理人認為必需的其他方。閣下有權以書面直接聯絡管理人駐屋苑之客戶服務中心要求查閱及更正個人資料。

根據個人資料(私隱)條例之規定，如閣下欲查閱閣下之個人資料，可致電2653-4040與本處職員聯絡。

中英文本如有歧異，以英文本為準。