

## A8 – Car Park Management Policy

### Charge Schedule

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

<b>Hourly Parking Rates</b>		<b>(Effective on 1-1-2022)</b>
<b>Vehicle Type</b>		
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 1W (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<sup>#</sup>  
• Payment could be made at Shroff Office located at Building 1W, Building 8W (24 hours)

Hourly parking : • Octopus only at all tow

<sup>#</sup>Payment methods only accept from 2<sup>nd</sup> 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 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) 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" / car plate recognition (Phase 1 to 3 & Building 17W & 19W) 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" / car plate recognition (Phase 1 to 3 & Building 17W & 19W) 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](mailto: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 1<sup>st</sup> 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 20<sup>th</sup> 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.

(For Phase 1, 2, 3 & 19W)

香港科學園

Register No.: \_\_\_\_\_

Hong Kong Science Park

月租車位申請表 (一, 二, 三期和 19W 車場)

Handled by: \_\_\_\_\_

**Monthly Parking Application Form (Phase 1, 2, 3 & 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並電郵至 [carpark@hksciencepark.org](mailto: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](mailto:carpark@hksciencepark.org) :

- 車輛登記證明文件 Vehicle Registration Documents
- 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, 3 & 19W)

## 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.

## 個人信息收集聲明

### Personal Information Collection Statement

個人資料的提供純屬自願性質。倘若閣下未能提供相關個人資料，可能會導致本公司無法提供閣下於此表格所要求的產品或服務。所收集的個人資料將用於處理與申請月租車位有關的事宜。如有需要，有關資料可能被披露或被送交香港科技園公司作其他用途或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」第 486 章，閣下有權要求查閱和更正任何個人資料。請致電 2639 8008 與我們的設施主任查詢。有關香港科技園公司之私隱政策詳情，請瀏覽：[www.hkstp.org/zh-hk/privacy-policy](http://www.hkstp.org/zh-hk/privacy-policy)。閣下所提供的資料將於租用車位服務完結日期起計十二個月內銷毀。

It is voluntary for you to provide your personal data. However, failing to provide certain data may lead to inability to process the matter or provide the products or services you request in this form. The personal data collected will be used for handling matters related to monthly parking application only. 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" Cap. 486, you have the right to request access to and correction of any personal data. Please contact our Facilities Officer at 2639 8008 for enquiries. For details of HKSTP's Privacy Policy, please visit: [www.hkstp.org/privacy-policy](http://www.hkstp.org/privacy-policy). The information provided will be destroyed within 12 months from 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	:	_____				<b>Completion</b>	
Assigned Parking Location	:	<input type="checkbox"/> Phase I	Building	_____	Floor	_____	<input type="checkbox"/> Payment
		<input type="checkbox"/> Phase II	Building	_____	Floor	_____	<input type="checkbox"/> Request AC2000 Record
		<input type="checkbox"/> Phase III	Building	_____	Floor	_____	<input type="checkbox"/> Update Car Park System
		<input type="checkbox"/> SPX1	Building	_____	Floor	_____	
Car Park Label No.	:	HK	-	_____			



(For Phase 1, 2, 3 & 19W)

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 20<sup>th</sup> 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 1<sup>st</sup> 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，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.

(For Phase 1, 2, 3 & 19W)

香港科學園

Hong Kong Science Park

月租車位資料更改表格 (一, 二, 三期和 19W 車場)

Monthly Parking Information Amendment Form (Phase 1, 2, 3 & 19W 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](mailto: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](mailto:carpark@hksciencepark.org) :

- 車輛登記證明文件 Vehicle Registration Documents
- 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)

(For Phase 1, 2, 3 & 19W)

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

### 個人信息收集聲明 Personal Information Collection Statement

個人資料的提供純屬自願性質。倘若閣下未能提供相關個人資料，可能會導致本公司無法提供閣下於此表格所要求的產品或服務。所收集的個人資料將用於處理與申請月租車位有關的事宜。如有需要，有關資料可能被披露或被送交香港科技園公司作其他用途或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」第 486 章，閣下有權要求查閱和更正任何個人資料。請致電 2639 8008 與我們的設施主任查詢。有關香港科技園公司之私隱政策詳情，請瀏覽：[www.hkstp.org/zh-hk/privacy-policy](http://www.hkstp.org/zh-hk/privacy-policy)。閣下所提供的資料將於租用車位服務完結日期起計十二個月內銷毀。

It is voluntary for you to provide your personal data. However, failing to provide certain data may lead to inability to process the matter or provide the products or services you request in this form. The personal data collected will be used for handling matters related to monthly parking application only. 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" Cap. 486, you have the right to request access to and correction of any personal data. Please contact our Facilities Officer at 2639 8008 for enquiries. For details of HKSTP's Privacy Policy, please visit: [www.hkstp.org/privacy-policy](http://www.hkstp.org/privacy-policy). The information provided will be destroyed within 12 months from 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

Hong Kong Science Park

月租單車位申請表(一/三期)

Monthly Bicycle Parking (Phase 1/3) Application Form

Register No. : \_\_\_\_\_

Handled by : \_\_\_\_\_

申請人請將申請表格電郵至 [carpark@hksciencepark.org](mailto:carpark@hksciencepark.org) 以供查核：

Applicant should email the application form to [carpark@hksciencepark.org](mailto: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.	

(For Phase 1 & 3 Bicycle Parking)

## 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.

## 個人信息收集聲明

### Personal Information Collection Statement

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It is voluntary for you to provide your personal data. However, failing to provide certain data may lead to inability to process the matter or provide the products or services you request in this form. The personal data collected will be used for handling matters related to monthly bicycle parking application only. 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" Cap. 486, you have the right to request access to and correction of any personal data. Please contact our Facilities Officer at 2639 8008 for enquiries. For details of HKSTP's Privacy Policy, please visit: [www.hkstp.org/privacy-policy](http://www.hkstp.org/privacy-policy). The information provided will be destroyed within 12 months from 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

(For Phase 1 & 3 Bicycle Parking)

**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.



**Monthly car parking space rental application – Authorization Form**  
(Applicable to vehicles registered in name of “Company”)

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 : \_\_\_\_\_  
 Signature of \_\_\_\_\_  
 Email: \_\_\_\_\_ Authorized Person : \_\_\_\_\_  
 Company \_\_\_\_\_ Date: \_\_\_\_\_  
 Stamp : \_\_\_\_\_

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

Vehicle Registration Document

車牌號碼 Plate No.	ABC	註冊類別 Registration Mark	ABC
類別 Class	PRIVATE CAR	註冊日期 Date of Registration	
廠名 Make	JAGUAR	首次登記時車牌狀況 First Registration Vehicle Status	BRAND NEW VEH
車身 Model	XJ5.0 LWB SUPERSPORT	首次登記時稅務價值 First Registration Taxable Value	\$1315200.90
引擎號碼 Engine No.		已繳付首次登記費 First Registration Tax Paid	\$131019.10
汽缸容積 Cylinder Capacity	5000	稅務豁免的價值 Value of Tax-exempt Portion of Tax-exempt Warranty	\$0.00
最大馬力 Rated Power	150	車牌持有人的姓名 Name of Person(s) Registered	
顏色 Colour	BLACK-VAR	首次登記日期 Date of First Registration	
車身類型 Body Type	SALOON	車牌持有人的地址 Address of Person(s) Registered	
車身尺寸 Dimensions of Vehicle		車牌持有人的職業 Occupation of Person(s) Registered	
長度 Length	4700	車牌持有人的地址 Address of Person(s) Registered	
寬度 Width	1900	車牌持有人的地址 Address of Person(s) Registered	
高度 Height	1500	車牌持有人的地址 Address of Person(s) Registered	
許可車身重量 Permitted Gross Vehicle Weight	公噸	車牌持有人的地址 Address of Person(s) Registered	
最高許可車身重量 Maximum Permitted Axle Weight	公噸	車牌持有人的地址 Address of Person(s) Registered	
許可總重量 Permitted Gross Combined Weight	公噸	車牌持有人的地址 Address of Person(s) Registered	
許可行李重量 Permitted Luggage Compartment Weight	公噸	車牌持有人的地址 Address of Person(s) Registered	

登記業主姓名  
Full Name of Registered Owner  
ABC Limited

發出日期  
Date of Issue  
1234567

登記號碼  
Certificate No.  
1234567

登記費  
Fee and Levy  
XXXX

徵費  
Levy  
XXXX

FORM 2  
BUSINESS REGISTRATION REGULATIONS (Chapter 310)  
《商業登記條例》

樣本 / 樣本  
SAMPLE  
樣本 / 樣本

請注意下列《商業登記條例》的規定：  
Please note the following requirements of the Business Registration Ordinance:

- 第 6(5) 條規定任何業務獲發商業登記證或分行登記證，並不表示該業務或經營該業務的人或受僱於該業務的僱員已遵從有關的任何法律規定。
- 第 12 條規定各業務須將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。

繳款時請將此商業登記證及繳款通知書完整交出，在付款後，本繳款通知書方成為有效的商業登記證。(請參閱背頁繳款辦法所載內容。)  
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.)

繳款時請將此商業登記證及繳款通知書完整交出，在付款後，本繳款通知書方成為有效的商業登記證。(請參閱背頁繳款辦法所載內容。)  
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Please produce this certificate and demand note intact at time of payment. (Please see payment instructions overleaf.)



**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, Lee Mei Yan (Name), Z123456 (Z) (HKID number), hereby authorize Mr. / Ms. Chan Tai Man (Name of Applicant), holder of HKSP Smart Card: 12345 (Smart card number), to use my vehicle and to handle all matters relating to monthly parking space application for the vehicle, ABC (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).

申請人資料  
Particulars of Applicant

公司名稱 Name of Company \*  
ZZZ Limited

申請人姓名 Name of Applicant \*  
Chan Tai Man

電郵 E-mail Address \*  
\_\_\_\_\_

聯絡電話 Contact Tel. no. \*  
\_\_\_\_\_

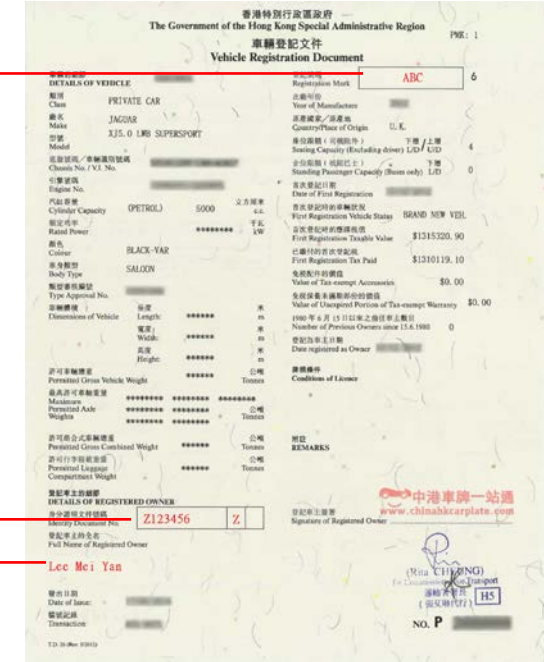
智能卡編號 Smart card no. \*  
12345

Name : Lee Mei Yan Contact number : \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Copy of the HKID of the authorized person must be attached



**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: \_\_\_\_\_

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**Personal Information Collection Statement**

It is voluntary for you to provide your personal data. However, failing to provide certain data may lead to inability to process the matter or provide the products or services you request in this form. The personal data collected will be used for handling matters related to monthly parking application only. 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" Cap. 486, you have the right to request access to and correction of any personal data. Please contact our Facilities Officer at 2639 8008 for enquiries. For details of HKSTP's Privacy Policy, please visit: [www.hkstp.org/privacy-policy](http://www.hkstp.org/privacy-policy). The information provided will be destroyed within 12 months from the end date of parking service.

**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: \_\_\_\_\_

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**Personal Information Collection Statement**

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