

## APPLICATION FORM FOR RESIDENT / FAMILY ASSISTANT ACCESS CARD OF THE MASTERPIECE

### 名鑄住戶 / 家務助理智能卡申請表

Flat 單位：\_\_\_\_\_ Floor 層數：\_\_\_\_\_

#### Particulars of Applicants 申請人資料：

1 Name in English 英文姓名 : \_\_\_\_\_ \* Mr / Mrs / Ms / Miss  
Contact Tel No. 聯絡電話 : \_\_\_\_\_ 先生/ 太太/ 女士/ 小姐  
Type of Residency 住戶身份 : ☐ Owner 業主 ☐ Owners' relative / friend 業主親屬或朋友 ☐ Family Assistant 家務助理  
☐ Tenant 租客 ☐ Tenant's relative / friend 租客親屬或朋友

Resident / Family Assistant Access Card No. \_\_\_\_\_ Signature for Receipt of Access Cards \_\_\_\_\_ Date 日期: \_\_\_\_\_  
住戶/家務助理智能卡編號: \_\_\_\_\_ 住戶/家務助理智能卡簽收: \_\_\_\_\_

2 Name in English 英文姓名 : \_\_\_\_\_ \* Mr / Mrs / Ms / Miss  
Contact Tel No. 聯絡電話 : \_\_\_\_\_ 先生/ 太太/ 女士/ 小姐  
Type of Residency 住戶身份 : ☐ Owner 業主 ☐ Owners' relative / friend 業主親屬或朋友 ☐ Family Assistant 家務助理  
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Resident / Family Assistant Access Card No. \_\_\_\_\_ Signature for Receipt of Access Cards \_\_\_\_\_ Date 日期: \_\_\_\_\_  
住戶/家務助理智能卡編號: \_\_\_\_\_ 住戶/家務助理智能卡簽收: \_\_\_\_\_

I / We agree to follow the House Rules and the Conditions of the Resident / Family Assistant Access Card Application Form printed overleaf.  
吾 / 吾等願意接受及遵守住戶守則及住戶 / 家務助理智能卡申請表背面之一切條款。

Owner's Confirmation 業主確認  
with company chop for the property owned by a limited company  
以及公司蓋印 (如以有限公司名義持有業權者)

Name 姓名 : \_\_\_\_\_

Date 日期 : \_\_\_\_\_

Signature of Tenant 租客簽署  
with company chop for the property rented by a limited company  
以及公司蓋印 (如以有限公司名義租住者)

Name 姓名 : \_\_\_\_\_

Date 日期 : \_\_\_\_\_

#### For Customer Service Centre Use Only 客戶服務中心專用

收表職員簽署: \_\_\_\_\_ 日期: \_\_\_\_\_ 交收職員簽署: \_\_\_\_\_ 日期: \_\_\_\_\_

免費智能卡批核數量: \_\_\_\_\_ 額外智能卡批核數量: \_\_\_\_\_ 已收合共 \_\_\_\_\_ 元正

備註: \_\_\_\_\_

## 1 Use of Access Card 識別及服務範圍

- 1.1 Access card functional in The Masterpiece, residential clubhouse and cargo lift.  
住戶智能卡適用於名鑄住宅，住客會所及貨運升降機。
  - 1.2 Access card used for identification of residents.  
住戶智能卡乃確認名鑄住戶之身份識別。
  - 1.3 Functions 服務範圍：
    - ✧ Entering corresponding residential lift lobby.  
進出持用人居住之升降機大堂。
    - ✧ Entering Clubhouse and using the Club's facilities.  
進出名鑄住客會所，並享用會所設施及服務。
- # Family Assistant access card cannot be allowed to use the clubhouse facilities or enroll interest classes  
家務助理智能卡持有人並不能使用會所設施及參與會所舉辦的興趣班。

## 2 Application Quota and Fee 住戶智能卡數目及相關費用

- 2.1 Number of free Access Card per unit and charges of additional Access Card are as follows:  
名鑄各住宅單位之免費申請住戶證名額及收費詳情如下：

Level 樓層	Unit 單位	No. of Free Access Card 免費申領 住戶證 數量	Maximum No. of Extra Access Card 最多額外申請 數量	Charge of Applying Extra Access Card 額外申請智能卡 費用	Charge of Applying Replacement of Lost Access Card 遺失智能卡之 補領手續費	Charge of Applying Replacement of Damaged Access Card 損毀智能卡之 補領手續費
27/F – 46/F	B, D, K	3	1	Per card 每張 HK\$200	Per card 每張 HK\$200	Per card 每張 HK\$100
	A, E, G, H, J, L	5	2			
	C, F	7	3			
48/F – 57/F	B, D, K	3	1			
	A, E, F, G, H, J, L	5	2			
	C	7	3			
58/F – 62/F	A, F	5	2			
	C, D, E	7	3			
	B	9	4			
63/F – 66/F	A, C, D, E, F, G, J	7	3			
	B, H	9	4			

- 2.2 When the property is sold or tenant moved-out, the free quota of the Access Card will not be re-allocated.  
當物業轉手或租戶遷出時，各單位的免費智能卡數額，不會重新計算。

## 3 Application Procedures and Regulations 申請及使用守則

- 3.1 Please complete the application form on the overleaf and confirmed by owner(s)'s signature.  
住戶請填妥申請表內有關資料並由單位業主簽署核實。
- 3.2 All application forms have to be confirmed by owner(s) and submit the proof of identity and address (e.g. Solicitor Letter, effective Authorization Letter, or copy of Tenancy Agreement)  
所有申請表格需獲單位業主核實並提交有關身份證明及住址證明文件（如律師信、持有效之授權書或租約副本）
- 3.3 Customer Service Centre will proceed the application only when the application form is confirmed by the signature(s) of current owner(s). The signature must be the same as the record at Customer Service Centre.  
申請表須由現時單位業主根據客戶服務中心記錄的簽名樣式簽署申請，方為有效。
- 3.4 The application will be completed after 7 working days.  
申請須七個工作天處理。
- 3.5 **When the property is sold or tenant moved-out, owner(s) is/are responsible to make sure applied corresponding access card(s) is/are returned to Customer Service Centre. All non-returned access card(s) would be defined as LOST CARD(s) and charges HK\$200 for each replacement.**  
如單位業主轉讓業權或租客遷出單位，單位業主有責任確保其單位佔用人將已申領之住戶智能卡交還客戶服務中心，否則，所有未交還之住戶智能卡一概以遺失個案處理，每張補領費用為港幣貳佰圓正。
- 3.6 All Resident / Family Assistant Access Card(s) are not transferable in any circumstances.  
在任何情況下，所有住戶 / 家務助理智能卡均不得轉借或轉讓予別人。
- 3.7 Should you have any queries, please feel free to contact the Customer Service Centre at 3113 3788.  
如有任何疑問，請致電 3113 3788 與客戶服務中心聯絡。

### 個人資料收集聲明

以上是僑樂服務管理有限公司作為根據《個人資料(私隱)條例》所闡釋的資料使用者的私隱政策，以保護公眾及顧客對本公司提供的所有資料。

### PERSONAL INFORMATION COLLECTION STATEMENT

It is the policy of Kiu Lok Service Management Co., Ltd. as a "Data User" as defined by the Personal Data (Privacy) Ordinance to safeguard all information provided to our company by members of the public and our customer.