

城市管理處資料更新 Updating of City Management Records

如有任何資料更新，請用正楷填寫此表格。Please use **BLOCK** letters in completing the form if there is any change of information.

1) 愉景灣住址

Discovery Bay Address : _____

聯絡資料 CONTACT INFORMATION

業主資料 OWNER'S PARTICULARS

2) 通訊地址

Correspondence Address : _____
(如與上址不同 / if different from above)

如物業以個人名義登記，請填寫此部份

Please fill in the following if property is owned by individual(s)

	(a) 業主 / 主要聯絡人 Owner / Main Contact Person	(b) 其他業主 / 家庭成員 / Other owner / family member*
	3) 姓名 Name : 英文 (Eng) 中文 (Chi)	_____ Mr. 先生/ Mrs. 太太/ Miss 小姐/ Ms. 女士 *
4) 聯絡電話 Contact No.: 住宅 (Home) 辦事處 (Office) 手提 (Mobile)	_____ _____ _____	_____ _____ _____
5) 傳真 Fax No.:	_____	_____
6) 電郵 Email:	_____	_____

	(c) 其他業主 / 家庭成員 / Other owner / family member*	(d) 其他業主 / 家庭成員 / Other owner / family member*
	3) 姓名 Name : 英文 (Eng) 中文 (Chi)	_____ Mr. 先生/ Mrs. 太太/ Miss 小姐/ Ms. 女士 *
4) 聯絡電話 Contact No.: 住宅 (Home) 辦事處 (Office) 手提 (Mobile)	_____ _____ _____	_____ _____ _____
5) 傳真 Fax No.:	_____	_____
6) 電郵 Email:	_____	_____

如物業以公司名義登記，請填寫此部份

Please fill in the following if property is owned by a company

7) 公司名稱 Company Name : _____	英文 (English)
	中文 (Chinese)
8) 聯絡人姓名 Contact Person:	電話 Tel. No. :
	傳真 Fax No. :

注意: 本人/我們*同意愉景灣服務管理有限公司(“公司”)根據於公司發出的通告列出的有關使用及披露個人資料的公司政策,使用公司向本人/我們*收集所得的所有個人資料。本人/我們*確認已細閱及明白有關個人資料(私隱)條例的通告內容。

NOTE: I/We* agree that all personal data relating to me/us collected by the Discovery Bay Services Management Ltd.(“the Company”) from time to time may be used in accordance with the Company's policies on use and disclosure of personal data set out in circulars or notices made available by the Company from time to time. I/We* confirm that I/we* have read and understood the content contained in the notice relating to the Personal Data (Privacy) Ordinance.

<機密 CONFIDENTIAL>

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租客資料 TENANT'S PARTICULARS			
9) 姓名 Name:	英文 (English)	中文 (Chinese)	
10) 聯絡資料 Contact Info :	(住宅 / Residential)	(辦事處 / Office)	(手提 / Mobile) (電郵 / Email)
緊急聯絡人 EMERGENCY CONTACT			
11) 業主 Owner	姓名 Name:	聯絡電話 Tel No.:	
租客 Tenant	姓名 Name:	聯絡電話 Tel No.:	
統計資料 STATISTICS			
12) 12 歲以下兒童 children under 12:	家務助理 domestic helper:	居住總人數 # Total no. of occupants#:	# 包括 兒童及家務助理 # Including children & domestic helpers
13) 除家務助理外，你家庭成員有否外籍人仕? Excluding domestic helper, do you have any non-Chinese member in your family?		<input type="checkbox"/> 有 Yes	<input type="checkbox"/> 沒有 No
14) 長期居住 Permanent Home	<input type="checkbox"/> 或 渡假用 or Holiday Home	或 <input type="checkbox"/> Others - Please specify or 其他用途，請註明: 其他用途，請註明:	<input type="checkbox"/> (請於適當之空格內☑) (Please ☑ in appropriate box)

You may be requested to provide supporting document for change of owner's name in case of discrepancy from our record. Without any supporting, the request of change of owner's name may not be entertained.

如填報之業主姓名跟本公司的記錄不符，本公司會要求填表人提供相關證明文件。如未能提供有關證明文件，本公司將未能受理有關之資料更新。

Declaration by Owner / Tenant / Authorized Person of Company Owner:

業主 / 租客 / 公司業主之授權人聲明:

Irrespective of whether this record form is submitted via email, by post, fax, in person or putting inside City Management mail box, I/We (Owner/Tenant/Authorized Person of Company Owner) who fill in this Form as named in the following, shall, upon such submission, be deemed to have understood and agreed to provide all true and correct information.

但凡本資料記錄表一經電郵、郵遞、傳真、親身遞交或投入城市管理處郵箱，我/我們（業主/租客/公司業主之授權人）作為本表格之填表人，即被視為已理解並同意提供所有真實且正確的資料。

填表人姓名 _____ 填表日期 _____
Name of Person (業主 / 租客 / 公司業主之授權人*) Date of Form
Filling the Form: (Owner / Tenant / Authorized Person of Company Owner *) Completed:

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* Delete where inappropriate.刪除不適用者

Official Use : Updated by A/Cs / EST / ADM



Discovery Bay Services Management Limited
愉景灣服務管理有限公司
(Licensed PMC No. 持牌物管公司號碼 C - 8 9 9 8 9 1)

城市管理處資料記錄

Updating of City Management Records

為協助城市管理處更新閣下資料，以及在緊急情況下能聯絡貴住戶，敬請填妥背頁的表格，並盡早交回：

- (a) 城市管理處（位於愉景灣廣場徑二號愉景灣商務中心 103 室）；
- (b) 各分區管理處；
- (c) 愉景灣碼頭的城市管理處郵箱；
- (d) 電郵至 dbtml@dbtml.com 或
- (e) 傳真到：2987 8192

所有資料均會保密。根據個人資料(私隱)條例(詳見附頁通告)，住客及業主有權查閱及更改其個人資料。

備註：電子表格已存放於互聯網，倘若閣下資料有任何更改，可隨時到本處網頁下載電子表格，網址：www.dbcommunity.hk。

To help City Management maintain your updated records and contact you in case of emergency, your feedback is needed. Please kindly fill in the 'Updating of City Management Records' at the back and return to:

- a) City Management Office at Unit 103, Discovery Bay Office Centre, 2 Plaza Lane;
- b) All Local Management Offices;
- c) City Management mail box at Discovery Bay ferry pier;
- d) By email : dbtml@dbtml.com; or
- e) By Fax : 2987 8192

According to the Personal Data (Privacy) Ordinance (please see the enclosed notice for details), residents and owners have the right to access and correct their own personal data.

Remarks: The electronic form is available on internet. Should you have any change in your particulars, you may download the electronic form from our website: www.dbcommunity.hk.

NOTICE RELATING TO THE PERSONAL DATA (PRIVACY) ORDINANCE

有關個人資料(私隱)條例通告

The Personal Data (Privacy) Ordinance (the "Ordinance") has been passed relating to the collection, use and storage of personal data on individuals. This notice is addressed to our existing and prospective individual clients and other individuals including but not limited to related owners/ tenants/ occupants/ visitors, from whom the Company collects personal information in compliance with the Ordinance.

個人資料(私隱)條例(“條例”)關乎收集、使用、及儲存個別人士的個人資料。此通告是給予“公司”根據條例向其收集個人資料的現有客戶、可能成為公司的個別客戶及其他個別人士，包括但不限於有關的業主/ 租戶/ 住戶/ 訪客。

From time to time, it is or will be necessary for you to supply to the Company with data in connection with the daily operations of the Company. Failure to supply such data may result in our being unable to establish or to continue or to provide property management services to you.

公司不時需要閣下提供跟日常運作有關的資料，如閣下未能提供上述資料，我們可能因而不能為閣下提供有關物業管理服務。

The purposes for which data may be used are as follows:-

- (a) the daily operation of the services provided by the Company including but not limited to circulating management notices, company newsletter and communications relevant to the management of the estate;
- (b) conducting customer and service surveys, occupancy statistics;
- (c) determining the amounts of indebtedness owed by you;
- (d) collecting the amounts outstanding from you;
- (e) providing customer services and handling customer complaints and enquiries;
- (f) assisting in law enforcement purposes and meeting requirements imposed by law or for claims related purposes.

閣下提供的資料可作以下用途：

- (a) 公司提供的日常運作和服務包括並不限於傳閱管理通告、公司通訊及有關屋苑管理之訊息；
- (b) 進行顧客及服務調查及居住統計；
- (c) 計算閣下應繳付之款額；
- (d) 向閣下收取仍未繳付之款額；
- (e) 提供顧客服務及處理顧客投訴、詢問；
- (f) 協助實現執法目的，滿足法律要求，或者用於索賠相關目的。

Your personal data held by us will be kept confidential. Other than being used as the purposes above mentioned, your personal data will not be sold, traded or rented in any forms through any means to any other parties.

我們會將閣下的個人資料保密，除上述用途外，我們決不會通過任何形式出售、轉讓或租借予任何其他人士。

As a data subject, you have: -

- (i) the right to check whether the Company holds data about you and the right of access to such data;
- (ii) the right to require the Company to correct any data which it holds relating to you which is inaccurate; and
- (iii) the right to ascertain the Company's policies and practices in relation to personal data and to be informed of the kind of personal data held by the Company.

作為資料當事人，閣下：

- (i) 有權查察公司是否持有閣下的資料，並有權查閱此等資料；
- (ii) 有權要求公司更改其持有關於閣下不準確的資料；及
- (iii) 有權查察公司有關個人資料的政策與實踐，及被知會公司持有閣下相關的資料。

Individuals who wish to access to or correct the data in accordance with the Ordinance should contact:

如欲根據條例要求查閱或更改資料，請聯絡：

Administration Department
Discovery Bay Services Management Limited
Rm.103, Discovery Bay Office Centre
No.2 Plaza Lane
Discovery Bay, Lantau Island
Hong Kong
Tel : 2238 3601 Fax : 2987 8192

愉景灣服務管理有限公司 - 行政部
地址：香港大嶼山愉景灣廣場徑二號
愉景灣商務中心103室
電話：2238 3601 傳真：2987 8192

In accordance with the terms of the Ordinance, the Company has the right to charge a reasonable fee for the processing of any data access request.

根據條例，公司有權就處理任何查閱資料的要求，收取合理費用。