Application Form
Registration of Discovery Bay Resident's Octopus Card
愉景灣居民八達通卡登記申請表

A.) <u>Applicant Information</u> 申請人基本資料 *Please fill in ALL the followings in CAPITAL LETTERS 請用正楷填寫下列各項:

Name of ☐ Owner業主/ ☐Tenant 租戶姓名：_____

*For Tenant, the applicant's name should be the same on the address proof 如申請人為租戶，填寫的姓名必須與提供的地址證明相同

DB Address 愉景灣地址：_____

Contact Tel. No. 聯絡電話:_____   Email (necessary) 電郵 (必須提供)：_____

B.) <u>Item of Application</u> 申請項目 *Please choose one of the followings . 只選以下一項:

☐ First Application首次申請,

☐ Replacement 更換, *如未能提供舊卡號碼，本處將取消該持卡人姓名對應的舊卡而不作通知。
　　　　　　　　　　If no old card number provided, corresponding card number to the card holder we will be replaced

　　☐Registered Card Lost /Damage 損壞/遺失已登記之八達通卡 *$30 will be charged on lost card registration(refer to item (e)
　　　　　　　　　　　　　　　　遺失補領需收取$30 詳見細則(e)
　　☐Change of Card Number更改八達通號碼

☐ Additional Card 後加卡
If quota exceeded, please specify reasons:
如卡總數超過限額，請註明原因:_____
Please refer to item (d) 詳見細則(d)

C.) <u>Card details</u> 卡明細項
*請確保以下提供的八達通號碼正確並且清晰。
*Please make sure the following Octopus Card Numbers are correct and clearly presented.

	Full Name of Card Holder 持卡人全名	New card number 新卡卡號 (not included the bracket number 不包括括弧內數字)	Old card number 舊卡卡號 (not included the bracket number 不包括括弧內數字) if necessary 如適用
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

I confirm that the information given above is true and correct. The applicants above are living with me and I understand I shall abide by the "Application for Registration of Discovery Bay Resident's Octopus Card–Terms and Conditions" overleaf.

本人確認上述提供的資料真實無誤，並聲明以上申請人皆與本人同住。
本人明白及將受約於本申請表背頁之「愉景灣居民八達通卡登記申請條款及細則」。

_____
Tenant's / Owner's Signature 租戶 / 業主簽署
(Please stamp the company chop if the property registered or rent by a company)
(如物業由公司名義持有或租用,請蓋上公司印章)

For Office Use Only/辦公室專用:			
Cash Charge:　　　　x	Cheque Charge:　　　x	Receipt No:	Handled Charge by:
Approval/Rejected by:	Date:	Senior approval (extra quota) :	
Reason for Rejection (If Applicable):			

(a) The registration of the Discovery Bay Resident's Octopus Card (DB Resident's Octopus Card) is exclusively for the Owners / Residents of Discovery Bay.

愉景灣居民八達通卡登記申請為愉景灣業主或住客尊享權利。

(b) The applicant must submit the application form and all necessary supporting documents, as requested under item (c) below, with payment (if applicable) directly to City Management in Discovery Bay Office Centre or Local Management Offices. The applicant will be informed of successful registration. The DB Resident's Octopus Card will be registered and become effective within five (5) working days after the approval of application.

申請人須將申請表連同所需文件 (詳見下列(c)項) 和有關費用(如適用)，遞交至愉景商務中心或分區管理處。申請人成功登記會接獲通知。愉景灣八達通卡在成功登記後的五個工作天內生效。

(c) Upon receipt of this Application Form for Registration, City Management will verify the information provided if necessary.

當城市管理處要求，申請者須提供有效的愉景灣住址證明

Tenants and occupants 租戶及住客	Address prove 地址證明 **or或** tenancy agreement 租約
Domestic helpers 家庭傭工	Domestic helper employment contract 僱用合約

(d) The maximum number of principal DB Octopus Card(s) to be registered for each category of premises is as follows:

各單位可啟動之愉景灣八達通卡數目上限如下：

1 bedroom unit / 1 睡房單位	2 cards / 2 張
2 bedrooms unit / 2 睡房單位	4 cards / 4 張
3 bedrooms unit / 3 睡房單位	6 cards / 6 張
4 bedrooms unit or above / 4 睡房單位或以上	8 cards / 8 張

Registration of additional DB Octopus Card(s) is subject to City Management at its sole discretion.

各單位可申請額外之愉景灣八達通卡，惟申請當由城市管理處全權酌情處理。

(e) If a DB Octopus Card is lost, the applicant may apply for registration of a new Octopus Card. The administrative charge for this registration is HK$30.00 per card. Administrative charge can be made by bank transfer or cheque:

- By cheque: Crossed cheque made payable to "**Discovery Bay Services Management Limited**".
- By bank transfer: To A/C no: 111-386710-001(HSBC). Please send the proof of payment to our email address: dbsml@dbsml.com . Please specify "**DB Resident Octopus Card Administration Charge**" for our reference.

倘愉景灣八達通卡遺失，申請人必須再填妥愉景灣八達通卡申請表重新申請。該申請之行政費用為每張港幣$30.00。
行政費可由支票或銀行轉賬支付：
- 支票付款：請以劃線支票繳交相關費用，支票抬頭人為 "**愉景灣服務管理有限公司**"。
- 銀行轉賬：請把金額匯入本處銀行戶口：111-386710-001(HSBC)。請把付款證明透過電郵: dbsml@dbsml.com 寄給我們並註明 "**愉景灣居民八達通卡行政費**"。

(f) The DB Octopus Card is not transferable. City Management reserves the right to invalidate the registration if unauthorized use is found.

愉景灣八達通卡不得轉讓予他人使用。如發現有未經授權使用之愉景灣八達通卡，城市管理處將保留權利終止該卡之效用。

(g) City Management reserves the right to adjust the number of cards to be registered, the application fee and/or other administrative charges without prior notice.

城市管理處保留權利調整愉景灣八達通卡的申請費用及/或其他行政費，而無需事先通知。

(h) Under no circumstances shall Discovery Bay Services Management Limited be held responsible for any damage or loss arising from or in connection with the use of the DB Octopus Card or the card reading process.

對於因使用愉景灣八達通卡或讀卡過程而起或與之相關的損害或損失，愉景灣服務管理有限公司一概不負任何責任。

(i) Notice Relating to the *Personal Data (Privacy) Ordinance*
- The information provided by the applicant will be used only in the Application for Registration of the DB Octopus Card and daily operation of the services provided by City Management.
- The card holder's personal data held by City Management will be kept confidential. These data would not be transferred to other parties without the card holder's prior consent, except that the serial number of the respective Octopus Card may be transferred to Discovery Bay Transportation Services Limited and/or Discovery Bay Transit Services Limited for the purpose of offering privileges and discounts. Terms and Conditions of such privilege and/or discount are subject to Terms and Conditions of the offering companies.
- Subject to the provisions of the *Personal Data (Privacy) Ordinance*, the applicant shall have the right of access to and correction of his/her personal data. If the applicant wishes to access and correct his/her personal data, please contact City Management at 2238 3601 or email to dbsml@dbsml.com. Administrative charge may apply in entertaining this request.

有關《個人資料(私隱)條例》的通告
- 申請人提供的資料會用作申請愉景灣八達通卡及城市管理處日常提供的服務。
- 閣下的個人資料將加以保密，並只用於處理愉景灣八達通卡的申請和住戶身份的核對程序。除獲資料當事人同意外，個人資料不會轉移予任何其他人士。惟申請人提供之八達通卡號碼將可能交予愉景灣航運服務有限公司及/或愉景灣交通服務有限公司作提供相關優惠及折扣之安排。
- 根據《個人資料(私隱)條例》，閣下有權要求查閱及更改閣下的個人資料。閣下如欲查閱或更改個人資料，請聯絡城市管理處(電話：2238 3601 或電郵：dbsml@dbsml.com)。城市管理處或會就此收取行政費。

(j) Hong Kong Resort Company Limited ("HKR") reserves the right to amend the program content. Should there be any disputes, HKR reserves the right to the final decision.

香港興業有限公司(「香港興業」)保留更改計劃內容的權利。如有任何爭議，香港興業保留最終決定權。