



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)

香港大嶼山愉景灣廣場徑二號 愉景灣商務中心 103 室

Tel 電話：2238 3601 Fax 傳真：2987 8192

APPLICATION FOR REFUND OF RENOVATION DEPOSIT**申請退還裝修按金**

Please complete and return this **ORIGINAL** form together with the **ORIGINAL** deposit receipt / the declaration of loss of receipt form to the City Management Office for applying the refund.

請填妥此申請表**正本**，連同按金收據**正本**/報失收據表格**正本**一併交回城市管理處以便辦理退款手續。

Renovation Unit

裝修單位地址：

Contact Person

聯絡人：

Contact Phone No

聯絡電話：

Refund Amount

申請退款金額：

HK\$

Please note that refund of renovation deposit will **not** be proceeded if inspection of unit has not been conducted. For inspection appointment, please fill in the following. Upon receipt of the application form, our Estate staff will confirm the contact person the availability of inspection on the preferred date and time. Please therefore allow at least three (3) working days in advance of the inspection date when you submit this application form.

請注意，裝修單位如沒安排檢查，裝修按金將**不被**發回。請填妥下欄，以便預約單位檢查。收到申請表後，本公司物業部同事將與聯絡人確認檢查日期和時間。因此，請提前最少三 (3) 個工作日提交申請。

Preferred Date and Time for Inspection

Date 日期:

Time 時間:

選擇檢查日期及時間

Day 日 / Month 月 / Year 年

A.M.上午/P.M.下午

Name of Payee of the Refundable Deposit (in Block Letters)*

按金收款人姓名 (請用正楷書寫)*

Refund / Cheque

Transfer to Bank Account 銀行戶口轉賬

to be

收取退款/支票方法

(Please put a '✓'

where appropriate

請於適當處加 '✓' 號)

Bank Name

銀行名稱

Account No.

賬戶號碼

Account Name#

賬戶名稱

Email Address^

電郵地址

collected from Accounts Department of City Management Office in person

到城市管理處會計部收取

sent by ordinary post to the following address:

寄往以下地址:

****Please note that the payee / Account Name must be the same person shown on the deposit receipts.**

注意退還按金收款人姓名/賬戶名稱須與按金收據上姓名相同。

^ Email address will be disclosed to your bank for the purpose of informing refund payment via bank transfer is completed.

電郵地址會透露予閣下銀行，以用作通知閣下經銀行退款程序完成。

For Office Use Only 管理處專用

Inspected by

檢查職員:

Date

日期:

Confirmed

確認

Yes 是

/ No 否

Inspection Remarks

檢查備註

Refund recommended by

建議退還裝修按金

Refund Approved by (Est. Mgr)

經理批核退還裝修按金

(Signature)

簽署

(Date)

日期

Signature(s) (With Company Chop for Company)

簽署 (如為公司，請蓋公司印鑑)

Date

日期:

Remark: The refund will be ready within 30 days after being certified by City Management Office in full compliance to our City Rules.

備註: 按金將於城市理處檢視該單位之有關工程及確認完全附合城市規例之一切條文後三十天內退回。