



# 申請細則及注意事項 Rules and Notices for Application :

1. 申請人必須為荃威花園業主，租客須由業主代為申請或以書面授權申請(請業主填妥後頁之授權書)。

Applicant should be the flat owner of Allway Gardens. A written authorization should be submitted for tenants to apply for octopus entrance. (Please submit the authorization letter attached.)

2. 八達通如有遺失或被竊，請盡快以書面向荃威花園管業處報失。

If the card was lost or stolen, the card holder should contact the Management Office to report in writing as soon as possible.

3. 持證人必須為荃威花園業主或住戶。

The card holders must be the owners or the residents of Allway Gardens, or one who has the authorization.

4. 荃威花園管業處有權拒絕不符合要求的申請。

The Management Office of Allway Gardens has the right to reject the application.

5. 荃威花園管業處保留最終決定權。

In the case of any dispute, the decision of The Management Office of Allway Gardens shall be final.

業主/授權人簽署

申請日期

Signature of Owner(s)/

Authorized Person: \_\_\_\_\_

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

## 收集個人資料聲明

荃威花園管業處在處理閣下的申請過程中所收集的個人資料，只會用於與該申請有關的用途。根據《個人資料(私隱)條例》，閣下有權要求查閱及改正申請表上所填報的個人資料。如閣下欲行使這項權利，請用書面向管業處提出。閣下的資料將絕對保密，本處不會向任何外界機構透露閣下的個人資料，除非已獲閣下同意，或按法律規定進行，或事前已通知閣下。

## Personal Information Collection Statement

The personal data collected in this application form will be used by the Management Office of Allway Gardens in activities relating to the application. Under the Personal Data (Privacy) Ordinance, you have the right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please write to the Management Office. Your information will be kept confidential and will not be disclosed to other parties unless agreed by your goodself or according to legal requirement or when advance notice been served to you.

## 授權書

致：荃威花園管業處

本人/我們\_\_\_\_\_ (業主姓名)，為荃威花園\_\_\_\_\_座\_\_\_\_\_樓\_\_\_\_\_室

單位業主，身份證號碼\_\_\_\_\_，現授權予\_\_\_\_\_ (被授權人姓名)

辦理八達通出入功能系統申請。

\_\_\_\_\_  
(業主簽署)

\_\_\_\_\_年 \_\_\_\_\_月 \_\_\_\_\_日

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### Letter of Authorization

To the Management Office of Allway Gardens:

I/We, \_\_\_\_\_ (name(s) of owner(s)), being the owner(s) of

Flat \_\_\_\_\_ Floor \_\_\_\_\_, Block \_\_\_\_\_, Allway Gardens, HKID \_\_\_\_\_,

hereby authorize \_\_\_\_\_ (name of authorized person) to make the application

of the octopus entrance system.

\_\_\_\_\_  
(Signature of owner(s))

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