

請用正楷填寫此表格 Please use **BLOCK** letters in completing the form.

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) ^Δ | (b) | (c) |
|-----------------------------|---------------------|------------------------------------|------------------------------------|
| 3) 姓名 Name : | 英文 (English) | _____ | _____ |
| | 中文 (Chinese) | _____ | _____ |
| 4) 聯絡電話 Contact Tel No.: | 住宅 (Residential) | Mr. 先生/ Mrs. 太太/ Miss 小姐/ Ms. 女士 * | Mr. 先生/ Mrs. 太太/ Miss 小姐/ Ms. 女士 * |
| | 辦事處 (Office) | _____ | _____ |
| | 手提 (Mobile) | _____ | _____ |
| 5) 傳真 Fax No.: | _____ | _____ | _____ |
| 6) 電郵 Email: | _____ | _____ | _____ |

^Δ 主要聯絡人 / The main contact person

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
Person to Contact: _____

聯絡電話
Contact Tel. No. : _____

傳真
Fax No. : _____

租客資料 TENANT'S PARTICULARS

9) 姓名
Name: _____

英文
(English) _____ 中文
(Chinese) _____

10) 聯絡電話
Contact Tel No. : _____

(住宅 / Residential) (辦事處 / Office) (手提 / Mobile) (電郵 / Email)

緊急聯絡人 (業主/租客*)
Emergency Contact person (Owner / Tenant*)

姓名 Name: _____ 聯絡電話 Tel No.: _____

統計資料 STATISTICS

11) 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)

12) 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? 有 Yes 沒有 No

13) 長期居住 Permanent Home 或 or 渡假用 Holiday Home (請於適當之空格內✓) (Please ✓ in appropriate box)

此項只供業主填寫 To be filled by owners only

管理費賬單郵寄至上述地址 (請於適當之空格內✓)
Management Statement to be Mailed to the above-mentioned address (Please ✓ in appropriate box)

愉景灣住址 (Discovery Bay Address) 通訊地址 (Correspondence Address) 其他地址 (請註明) (Please specify) Other address

簽名 Signature: _____ (業主 Owner /租客 Tenant*) 填表日期 Date of Form Completed: _____
(Co. Chop is required for Co. Owned Unit. 如由公司擁有的單位, 須蓋上公司印。)

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.

* Delete where inappropriate. 刪除不適用者

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



愉景灣服務管理有限公司

DISCOVERY BAY SERVICES MANAGEMENT LIMITED

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；或
- d) 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: 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表格，網址: www.dbay.com.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; or
- d) 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 form is available on internet. Should you have any change in your particulars, you may download the form from our website: www.dbay.com.hk.

DISCOVERY BAY SERVICES MANAGEMENT LIMITED
(the "Company")

NOTICE RELATING TO THE PERSONAL DATA (PRIVACY) ORDINANCE

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.

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.

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;

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.

As a data subject, you have: -

- (a) the right to check whether the Company holds data about you and the right of access to such data;
- (b) the right to require the Company to correct any data which it holds relating to you which is inaccurate; and
- (c) 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.

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

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

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.

Discovery Bay Services Management Ltd.

愉景灣服務管理有限公司(“公司”)

有關個人資料(私隱)條例通告

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。

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。

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

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。

作為資料當事人, 閣下:-

- (a) 有權查察公司是否持有閣下的資料, 並有權查閱此等資料;
- (b) 有權要求公司更改其持有關於閣下不準確的資料; 及
- (c) 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。

如欲根據條例要求查閱或更改資料, 請聯絡:

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 2 號
愉景灣商務中心 103 室
電話: 2238 3601 傳真: 2987 8192

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。

愉景灣服務管理有限公司