

# 嘉華星濤灣住戶証申請表

## La Costa Resident Card Application Form

單位 \_\_\_\_\_ 業主/租客姓名 \_\_\_\_\_  
 Unit : \_\_\_\_\_ Name of Owner / Tenant : \_\_\_\_\_

聯絡電話 \_\_\_\_\_ ☐ 業主 ☐ 租客  
 Telephone No. : \_\_\_\_\_ Owner Tenant

	中文姓名 Name in Chinese	英文姓名 Name in English	住戶証完成日期 Completed Date of Resident Card	業戶簽收 Received by	住戶証取消日期 Cancelled Date of Resident Card
1					
2					
3					
4					
5					
6					
7					
8					

\_\_\_\_\_  
 \* 業主姓名 業主簽署  
 \* Name of Owner Signature of Owner  
 (如單位為公司持有，請蓋上公司印章)  
 (Please affix company chop if in the name of a company)

日期  
 Date : \_\_\_\_\_

\_\_\_\_\_  
 \* 租客姓名 租客簽署  
 \* Name of Tenant Signature of Tenant  
 (如單位為公司持有，請蓋上公司印章)  
 (Please affix company chop if in the name of a company)

日期  
 Date : \_\_\_\_\_

\* 如非該物業之業主，須得業主簽署確認或提交有效授權書  
 Must be signed by the owner or attach authorization letter.

\* 申請人請填妥本表格連同所需文件親臨客戶服務處，辦理有關手續。  
 Please submit completed form and relevant documents to Customer Service Office in person.

請參閱後頁  
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所需文件 (新申請/更新住戶証)

Documents for application (For New Application / Renewal)

1. 業戶的有效證明文件副本，如：轉名律師信或租約等  
A Copy of document(s) such as Take-over Letter or Tenancy Agreement etc.
2. 各申請人相片 1 張，相片背後請清楚寫上中英文姓名及單位。  
One recent photos for each applicant with the name in both Chinese & English and the relevant unit at backside.

申請條款

Teams and conditions :

1. 若搬離或其他原因終止住戶証服務時，必須連同完整之住戶証退回。  
Resident should return the resident card to the Customer Service Office when no longer be a resident of Woodland Crest.
2. 如遺失/損毀之住戶証，請立即通知客戶服務處及安排補領，補領每張住戶証收費為港幣一百元正。  
Loss of the Resident Card should be reported to the Customer Service Office and replacement cost of lost card is charged at HK\$100.00 each.
3. 所有申請必須由業主簽署方可生效，每單位每人只可申請一張。  
All applicants forms that must be signed by the Principal.
4. 免費申請住戶証數量之限額：  
Quota for the free resident cards for each flat :

座數 / Block	層數 / Floor	單位 / Unit	限額 / Quota
1 & 2	2/F – 37/F	A, B, C, D, F, G, I, J	4
1 & 2	2/F – 37/F	E, H	6
1 & 2	33/F – 37/F	A	8

5. 如業戶需要申請超過以上限額之住戶証，首張額外住戶証為每年港幣八百元正，第二張額外住戶証為每年港幣一千二百元正及第三張額外住戶証為每年港幣一千六百元正。(如此類推)  
The annual fee for each of the 1<sup>st</sup> extra card applied/to be applied will be charged at HK\$800.00, the 2<sup>nd</sup> extra card would be charged at HK\$1200.00 and the 3<sup>rd</sup> extra card would be charged at HK\$1600.00, etc.
6. 會所專供本屋苑業戶及其陪同之賓客使用，業戶在使用設施時必須出示住戶証。  
The Clubhouse is intended for the exclusive enjoyment of the resident and his guest. No one will be admitted to the Clubhouse unless accompanied by a resident holding valid resident card.