

THE UNIVERSITY OF HONG KONG
ESTATES OFFICE

(Fax No. 25463950)

Application for Class B ME parking label

Please read the guidelines for application overleaf carefully before completing this form. All items should be completed in BLOCK LETTERS. For Enquiry, please call 2857 8280

For Official Use Only	
Label No.	
Issue Date	
Expiry Date	
Fee	
Approved by	

PART A: ELIGIBILITY

Staff members with a salary at or above Civil Service Master Pay Scale Point 27 (i.e. HK\$36,945 as of 1.4.2010) (Annual 30 competing quotas to park at Composite Building Carpark)

PART B: PARTICULARS OF APPLICANT

*Dr/Mr/Mrs/Ms Surname: _____ Given Name: _____

Staff No. _____ Basic Salary: HK\$ _____ Year of Service: _____

Department _____ Post Held: _____ Contact Tel _____

Residential Address _____
(Must enclose a copy of address proof bearing the name of the applicant for verification)

Name & Staff No. of family member (spouse, parents, children or sibling) qualified for applying Class B parking but who has not & will not apply for parking facility: _____

Total Score: _____ Starting Date: _____ / _____
(Please see "Calculation of Point" overleaf) Month Year

Overnight Parking Required : *Yes (Additional \$10,000 p.a.) / No (please see note 16 & 17)

PART C: PARTICULARS OF VEHICLE

Renewal New Application Change of vehicle details

Registration Number _____ Make & Model _____ Environmental Friendly / Conventional*
(please see note 10)

Vehicle Ownership Self Spouse Company Relative

(Vehicle must be owned by the applicant or by his/her spouse. If the vehicle is owned by his/her relative or is a company vehicle, please provide a certified authorization letter from them. For new application or change of vehicle details, a copy of vehicle registration is required to be attached to this application form)

PART D: DECLARATION

I agree to observe the Regulations governing Traffic and Parking on University Estates currently in force (<http://www.hku.hk/estates/page/trafficregulations.pdf>) and I agree that the University shall not be liable for any theft of or damage to vehicles parked on its properties whether caused through the negligence or breach of contract committed by the University or its staff. I also agree to bear all liabilities for any indemnity against all damages, injuries and losses on the University Properties caused by or in connection with the above-mentioned vehicle. I have read and accept the conditions contained overleaf.

Date _____

Signature _____

*delete as appropriate

Guidelines for Application and Conditions

GENERAL

1. **Class B** ME label is issued to staff members who are receiving a monthly basic salary equivalent to or above the Civil Service Master Pay Scale Point 27 (HK\$36,945 w.e.f. 1.4.2010)
2. Only 30 applicants with the highest score will be issued with labels. Successful applicants are however only allowed to park at the **Composite Building Carpark only**.
3. Applicants who failed to attain the first 30 highest score will be put on a waiting list.
4. The highest scoring applicant in the waiting list will be accorded with first priority for parking facility once any of the eligible staff members has given up his/her parking entitlement.
5. The application exercise is conducted on a yearly basis. Applicants who are successful in obtaining the parking facility for the current year are required to re-submit their applications for the next year.
6. The application will normally be processed between June 1st and July 31st of each year for annual parking facilities between the coming September 1 and August 31 the next year.
7. Application made after July 31 will, according to the date of application and irrespective of the score, be placed at the bottom of the waiting list. Staff members who are on current waiting list are required to submit their application in next year's exercise.
8. A list of the successful applicants and the waiting list with scores will be displayed at the notice board of Campus Service Center and The Security Parking Unit for reference. Letters enclosing parking labels will be sent to successful applicants.

Fees & Administrative arrangement

9. **Class B** ME label is only issued on annual basis and the annual renewal day is on September 1. Staff on waiting list who acquire parking facility after September 1, can enjoy the following reduced rate:

(a) Acquire between September 1 and November 30:	\$1,000.00 (i.e. 100% full payment)
(b) Acquire between December 1 and February 29:	\$750.00 (i.e. 25% discount)
(c) Acquire after March 1:	\$500.00 (i.e. 50% discount)
10. 20% discount on annual parking fee will be offered to staff members whose registered vehicle for parking facility is of the environmental friendly type with low exhaust emission which includes the hybrid and electrical models.
11. Only half of the paid parking fee is refundable if user withdraws the parking facility before March 1. No paid parking fee is refundable if parking facility is withdrawn on or after March 1.
12. \$70 will be charged for replacement of labels due to loss of labels but no charge will be levied on change of car details.
13. \$200 will be charged for replacement of tag due to loss or damage other than by natural cause.
14. The parking fee and the fee for replacement of parking label and/or tag will be deducted from payroll.
15. When a staff member no longer requires or is no longer eligible for parking facility, he should return the tag and the label to The Security and Parking Unit, G/F Kadoorie Biological Sciences Building not later than 3 working days from such day thereof, otherwise \$200 will be deducted from payroll.

Overnight Parking

16. A monthly aggregated 24-hour grace period for night parking (i.e. between 0100 and 0500 hours) is allowed. Any period of night parking exceeding the grace period will be charged with normal hourly parking rate. Staff members can apply for unrestricted night time parking by paying an annual fee of \$10,000. The percentage of the reduced rate and the amount of refunding the paid overnight parking fee are similar to the provision governing the annual parking fee set forth at note (9) & (11).
17. In any event, no vehicle is allowed to park during the night time period (i.e. between 0100 and 0500 hours) at CP1 to CP3 of the Composite Building carpark. And impounding action will be taken against all vehicles found parking at the above-mentioned prohibited sites during night time, and the prescribed impounding/storage fee should be paid for before the vehicle is released.

Other conditions

18. This application form is to be submitted to The Security and Parking Unit, G/F Kadoorie Biological Sciences Building, together with the photocopy of the vehicle registration document and an address proof in name of the applicant.
19. Each eligible member of staff may apply for only one permit and the label may show two car registration numbers.
20. Vehicle not parked properly within a marked parking space or in such a designated parking space or causing obstruction to other users, will be impounded. The prescribed fee shall be paid before the vehicle is released.
21. Parking labels and parking tag are non-transferable. The parking labels will automatically expire once the Vehicle Licence is expired.
22. The parking facility is now managed by outside contractor – Wilson Parking (Holding) Ltd. Vehicles without valid "Label & Tag" will not be given unrestricted access to the areas.
23. Wilson Parking will conduct spot checks on the usage of the Tag. In case where abuse of the usage of the tag is discovered, the owner of the tag will be required to pay for the normal hourly parking rate for any period of abuse and with the parking eligibility revoked.
24. It should be noted that the payment of parking fees does not guarantee a parking space.

CALCULATION OF POINTS

Description	Points
<p><u>Service Point</u> For each complete year of service since first appointment up to June 30th the current year. Any breaking of service in between will not be counted.</p> <p>(a) 1 to 5 years</p> <p>(b) 6 to 10 years</p> <p>(c) 11 to 15 years</p> <p>(d) over 15 years</p>	<p>5</p> <p>10</p> <p>15</p> <p>20</p>
<p><u>Salary Point – as of June 30th</u></p> <p>HK\$ 36,945 – 38,684</p> <p>HK\$ 38,685 – 40,514</p> <p>HK\$ 40,515 – 42,409</p> <p>HK\$ 42,410 – 44,399</p> <p>HK\$ 44,400 – 46,489</p> <p>HK\$ 46,490 – 48,669</p> <p>HK\$ 48,670 or above</p>	<p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p>
<p><u>Family Point</u> For family member(s) working at the University qualified for applying Class B parking and has not and will not apply for parking facility (Please use a blank paper writing your family member's name, staff number, department and grade and attached to his application form).</p>	<p>15</p>
<p><u>Home to Office Point</u> (Place of abode in accordance with District Council Electoral Boundaries)</p> <p><input type="checkbox"/> Central & Western</p> <p><input type="checkbox"/> Wan Chai</p> <p><input type="checkbox"/> Southern</p> <p><input type="checkbox"/> Eastern</p> <p><input type="checkbox"/> Yau Tsim Mong</p> <p><input type="checkbox"/> Shum Shui Po</p> <p><input type="checkbox"/> Kowloon City</p> <p><input type="checkbox"/> Wong Tai Sin</p> <p><input type="checkbox"/> Kwun Tong</p> <p><input type="checkbox"/> Sai Kung</p> <p><input type="checkbox"/> Kwai Tsing</p> <p><input type="checkbox"/> Tsuen Wan</p> <p><input type="checkbox"/> Shatin</p> <p><input type="checkbox"/> Tai Po</p> <p><input type="checkbox"/> North</p> <p><input type="checkbox"/> Tuen Mun</p> <p><input type="checkbox"/> Yuen Long</p> <p><input type="checkbox"/> Islands</p> <p>(A copy of address proof in name of the applicant must be attached to the application form)</p>	<p>0</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p> <p>10</p> <p>11</p> <p>12</p> <p>13</p> <p>14</p> <p>15</p> <p>16</p> <p>17</p>