

## Resident/Owner Contact Information

### 業戶聯絡資料

注意：本公司收集以下資料之目的，是作為履行物業及設施管理職責的用途。顧客於提供個人資料前，請先參閱列印於此文件最後部份之「個人資料收集聲明」全文。

Attention: The purpose of collecting the below data is to perform the property and facility management duties of our company. Customer is advised to read the full version of the "Personal Information Collection Statement" printed at the bottom of this document before providing the personal information.

#### 業戶資料 Resident / Owner Information

 新登記 New Registration

 更新資料 Information Update

物業名稱 Property Name : 天盛苑 Tin Shing Court

地址 Address : 座 Block: 盛\_\_\_\_\_閣(\_\_\_\_座) 樓 Floor: \_\_\_\_\_ 室 Flat: \_\_\_\_\_

業主 Owner       住客 Occupants

英文姓名 Name in English : (1) \_\_\_\_\_ (2) \_\_\_\_\_

中文姓名 Name in Chinese : (1) \_\_\_\_\_ (2) \_\_\_\_\_

聯絡電話 辦公室 (Office) (1) \_\_\_\_\_ (2) \_\_\_\_\_

Contact Tel No. :

住宅 (Home) (1) \_\_\_\_\_ (2) \_\_\_\_\_

手提 (Mobile) (1) \_\_\_\_\_ (2) \_\_\_\_\_

電郵 (E-mail) (1) \_\_\_\_\_ (2) \_\_\_\_\_

郵寄地址(如與上述物業地址不同) Postal Address(if different from the above property address)

其他通訊地址 Other Correspondence Address :

### 緊急事故聯絡人 Emergency Contact

如遇有緊急事故發生於本人之單位時，服務處可聯絡下列人士，以代表本人處理有關事宜：

In case of emergency arising from my premises, the following person can be contacted to act on my behalf

中文姓名 Name in Chinese : \_\_\_\_\_ 英文姓名 Name in English : \_\_\_\_\_

聯絡電話 Contact Tel. No. : 辦公室 Office \_\_\_\_\_ 住宅 Home \_\_\_\_\_ 手提 Mobile \_\_\_\_\_

業主簽名 (1) Signature of Owner (1)	業主簽名 (2) Signature of Owner (2)	日期:           年       月       日 Date:           YY     MM     DD
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### Personal Information Collection Statement

It is the policy of Kai Shing Management Services Limited, as one "Data User", in complying with the requirements of the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of the Hong Kong SAR and notify you of certain matters when collecting information from you.

- At the time of providing our services, you may be asked to provide us with personally identifiable information. It is necessary for us to collect your information for providing you the services. You are not obliged to supply the data here but if you fail to provide the information requested, we may not be able to provide you the services or assistance.
- The information we collected will be used for processing all matters relating to the relevant application, daily operation and/or any follow up actions. In addition, we may use the personal data for internal statistical research and/or analysis, and/or for marketing purposes and your information will be accessed by, disclosed or transferred to Our Group. All of the aforesaid organizations can keep such personal data.
- We will keep your personal data only for as long as necessary to fulfill the purpose for which it is collected. The data you provide will only be handled by our authorized employees and persons.
- You have the right to request access to, or correction of, information about you which is held by us, by paying us the reasonable charges incurred by us in relation to administering and complying with your request. If you need to check whether we hold your personal information or if you wish to have access to, or correct any information relating to you which is inaccurate, please write via e-mail to our Data Protection Officer at [dpo@kaishing.com.hk](mailto:dpo@kaishing.com.hk) or via mail to Room 2301, 23/F, Sun Hung Kai Centre, 30 Harbour Road, Wan Chai, Hong Kong.

### 個人資料收集聲明

以下是啟勝管理服務有限公司遵照香港特別行政區法例第 486 章《個人資料(私穩)條例》之要求而發表，在向閣下收集資料時通知閣下若干事項。

- 在我們為閣下提供服務之時，閣下會被要求向我們提供個人識別資料。我們有必要收集閣下之資料，以便向閣下提供服務。倘若閣下未能提供所需資料，我們將不能向閣下提供有關服務。
- 我們所收集之資料將用作處理有關申請、日常管理及/或任何跟進事宜。此外，有關資料亦可能用於內部統計調查、分析和/或推廣用途及/或可能被披露或轉移往本集團，上述之團體亦可存取該等資料。
- 我們只會在有需要的時間內，為了達到收集個人資料所需目的而保存閣下的個人資料及只供我們的獲授權人仕使用。

如閣下同意向我們支付合理之手續費，閣下有權要求存取或更正我們所持有關於閣下之資料。倘若閣下需要查核我們是否持有閣下之個人資料，又或者想存取或更正閣下有關之任何不確資料，請電郵 [dpo@kaishing.com.hk](mailto:dpo@kaishing.com.hk) 往啟勝管理服務有限公司，或投寄到香港港灣道三十號新鴻基中心二十三樓二零一室資料保障主任。