



Property 物業 : Melody Garden Block 座 _____ Floor 樓 _____ Unit 單位 _____

Part A : Information

申請人姓名
Name of Applicant : _____ 身份 : 業主 / 租客* (請註明)
Status : Owner/Tenant*(Please State) _____

聯絡電話
Contact Tel. No.: _____ 公司 (Office) _____ 住宅 (Home) _____ 手電 (Mobile) _____

緊急聯絡人
Emergency contact: _____ 緊急聯絡電話
Emergency Contact Tel. No.: _____

傳真/電郵地址
Fax/Email Address : _____ *請刪去不適用者
Please delete as appropriate

本人現申請下列住戶證 :
I hereby apply the Resident Card(s) as follows:

編號 No.	姓名(中文) Name (Chinese)	與申請人關係 Relationship with Applicant	住戶證編號 Resident Card No. (本處填寫 For Office Use Only)	編號 No.	姓名(中文) Name (Chinese)	與申請人關係 Relationship with Applicant	住戶證編號 Resident Card No. (本處填寫 For Office Use Only)
1				4			
2				5			
3				6			

Part B : Declaration

本人聲明上述所填報的人仕均居於上址，並遵守以下所列的條款：

I hereby declare that the above-mentioned person(s) is/are living in the said flat and abide(s) by the following conditions :

- 住戶證不能轉讓他人
The Resident Card is non-transferable.
- 如補領遺失/損毀的住戶證，每張需繳付 HK\$30 行政費
If the Resident Card is lost/damaged, an administration fee of HK\$30 per card will be charged for replacement.
- 於搬離美樂花園時，必須將上述住戶證交還管理處，否則將每張收取 HK\$30 行政費
When moving out from Melody Garden, please return the aforesaid resident card/s, otherwise an administration fee of HK\$30 per card will be charged.

簽名
Signature : _____ 日期
Date : _____

Part C : For Office Use Only

簽發者
Issued by : _____ 覆核者
Checked by : _____
(SBS/BS/ABS/CSA) (,SPO/PO)

日期
Date : _____ 日期
Date : _____

Part D : Acknowledgement of Receipt

本人證明已收訖(A)部份所述的住戶證

I hereby acknowledge receipt of the captioned Resident Card(s) as specified in Part A

簽名
Signature : _____ 日期
Date : _____

備註 : (1) 如申請人為租客，必須帶備業主的授權書或提交已經生效的租約副本方可辦理手續。

(2) 管理處將於收到申請表後 1 個月內通知申請人領取住戶證。

(3) 業戶可使用住戶證進出大廈及繳交管理費。

(4) 所有申請人提供的資料將會保密，並只用作申請本智能住戶證之用。

Remarks: (1) Tenant must bring along with the owner's authorization letter or rental agreement when making application.

(2) Applicants will be informed to collect the Resident Card(s) within 1 month upon submitting the application.

(3) Resident Card(s) could be used for entrance of building(s) and paying management fees.

(4) All information provided in this form would be kept confidential and used for applying for the resident cards only.