



Application for Refund Deposit
退回按金申請表

所屬停車場名稱

Name of Car Park: _____

本人將由 _____ 月份開始停止租用 貴公司下述之停車場車位，現向 貴公司申請退回按金之費用。

I would like to apply for the refund of deposit for the period from _____ .

1. 申請人/公司名稱

Name of Applicant/Company: _____

2. 身份証/商業登記號碼

HKID/Business Reg. Cert. No.: _____

車輛號碼

Vehicle Reg. No.: _____

3. 聯絡地址

Correspondence Address: _____

聯絡電話

Tel No.: _____

4. 磁咭號碼

Pass Card No.: _____

5. 磁咭按金(港幣)

Pass Card Deposit(HK\$): _____

6. 月租按金(港幣)

Monthly Deposit(HK\$): _____

7. 交回按金收據號碼

Return Deposit Receipt No.: _____

8. 退款支票抬頭人請填

Cheque for refund should be made payable to: _____

(如與第一項名稱不同，請填寫此項。 Complete this if different from (1) above)

9. 申請人簽署/公司蓋章

Applicant's Signature/Chop: _____

日期

Date: _____

10. 退租原因

Reason: _____

申請人請將此表格連同有關之泊車証/磁咭*及獲發之收據於 退租前一個月 一併交回上述之停車場。

Applicant should submit this application in person to the above car park before one month notice, with the respective parking pass and the receipt issued at the time of purchase.

Internal Use Only: This form is returned with the following 連同下述交回

- M/P 月票 Pass Card 磁咭 Receipt 收據
 Remarks 備註

Operation Manager: _____

Signature 簽署

Date 日期

Comment 備註

Marketing Department: _____

Signature 簽署

Date 日期

Comment 備註

Account Department: _____

Signature 簽署

Date 日期

Comment 備註