八達通卡有限公司 OCTOPUS CARDS LIMITED

特別處理申請表 – 訂取多張租用版八達通[註1]
Special Arrangement Requisition Form - Bulk On-Loan Octopus Order [Note1]

遞交日期 :
Submission Date : ____ / ____ / ____ (日dd / 月mm / 年yyyy)
取卡日期是表格收到日期後十四個工作天[註2]
Collection Date would be 14 working days after Form Receiving Date [Note2]

1. 此表格只適用於以公司或團體名義訂購使用。填妥表格後，請以該公司或機構之銀行帳戶，將總額存入至八達通卡有限公司滙豐銀行戶口 (126-513571-001)，完成後請將正本，連同銀行收據遞交予八達通卡中心或電郵至ordercard@octopus.com.hk。
This order form is eligible for company or entity use only. Upon completion of this form, the total amount shall be deposited from the relevant company or entity account to Octopus Cards Limited's HSBC account (126-513571-001), and then submit the original form, together with the bank receipt to Octopus Card Centre; or by email to ordercard@octopus.com.hk.

2. 卡須到八達通卡中心領取。
Card should be collected at Octopus Card Limited.
八達通卡中心地址：新界荃灣青山公路荃灣段388號中國染廠大廈21樓2107-10室
Octopus Card Centre address : Room 2107-10, 21/F, CDW Building, 388 Castle Peak Road, Tsuen Wan, NT.

請填寫適用部份 Please fill in appropriate part(s) :

甲部:訂單詳情 PART A: Order Details

請注意：八達通卡有限公司保留在不需提供任何理由下，隨時更改『工具按金』、『首次儲值金額』、『行政費』、『單項金額』或不接受此申請之權利。

Important Note: Octopus Cards Limited reserves the right to vary the "SVF Deposit", "Initial Float", "Administration Fee" and "Unit Amount", or decline the order request without stating any reason.

產品 Product	描述 Description	每張 Per piece: 工具按金 SVF Deposit	每張 Per piece: 首次儲值金額 Initial Float	每張 Per piece: 單項金額 Unit Amount	數量 Quantity	金額 Amount
BKA001	**成人租用版八達通 Adult On-Loan Octopus**	HK$50	HK$150	HK$200		**HK$**
BKA002	**小童租用版八達通 Child On-Loan Octopus**	HK$50	HK$50	HK$100		**HK$**
BKA003	**長者租用版八達通 Elder On-Loan Octopus**	HK$50	HK$50	HK$100		**HK$**
				行政費[註3] Administrative Fee[Note3] (HK$0.2)		**HK$**
				總額 Total		**HK$**

請提供訂卡理由 (*請必須填寫):
Please state the purpose of the order (*Mandatory fields):

Note 註
1. 閣下訂取的租用版八達通不可轉售。
   Your ordered On-Loan Octopus cannot be re-sale.
2. 八達通卡有限公司可能會通知閣下由本公司決定的取卡日期。
   Octopus Cards Limited may contact you for revised collection date the discretion of Octopus Cards Limited
3. 如閣下(以公司或團體為單位)每月的累計訂卡數量達一千張或以上，八達通卡有限公司並會就當月的累計訂卡數量收取行政費。
   If the cumulative card order quantity ordered by company or entity within a calendar month is 1,000 pieces or above , Octopus Cards Limited will charge an administrative fee on the cumulative card order quantity .

乙部:客戶資料 (*請必須填寫) PART B: Customer Information (*Mandatory fields)

填寫閣下個人資料前，請參閱附頁的「收集個人資料聲明」
Before filling your personal data in this form, please read the "Personal Information Collection Statement" attached

* 公司或團體名稱 Entity Name

聯絡地址 Corresponding Address

室 Flat | 樓 Floor | 座 Block | 大廈/樓名 Building/Mansion

屋邨 Estate | 街道 Street

地區 Area

* 聯絡電話號碼 Contact telephone no.

* 取卡人姓名 Order Collector Name (先生/女士 Mr/Ms) **(* 必須填寫此項 This part must be completed)**

* 香港身份證號碼(英文字母及首4個數字) HKID No. (Prefix and first 4 digits)

X X (X)

或 OR

* 其他証明文件號碼(首5個字) Other identity document no. (first 5 characters)

X X X X

* 客戶簽署
* Customer Signature

公司或團體蓋章 (如適用)
Entity Chop (when required)

丙部： 取卡確認 Part C: Ordered Card Acknowledgment

* 客戶簽署
* Customer Signature

日期 :
Date :

通訊地址 : 新界荃灣郵局郵政信箱1529號
Correspondence Address : P.O. Box 1529, Tsuen Wan Post Office, NT.

八達通顧客服務熱線: (852) 2266 2222
Octopus Customer Service Hotline
網頁 Website: www.octopus.com.hk

牌照號碼 Licence Number: SVF0001

高度敏感資料 HIGHLY SENSITIVE INFORMATION

有關閣下的個人資料收集聲明：

關於個人資料（私隱）條例（「該條例」）的通知（「本通知」）

1. 閣下同意，本公司可將透過本申請表所收集關於閣下的個人資料作以下用途：
   (a) 處理閣下的申請，及日後根據發卡條款或向閣下提供所選擇的服務的相關條款所需用途；
   (b) 本公司與閣下進行通訊；
   (c) 調查投訴、防止及偵測罪行；
   (d) 根據法例、規則、規例、守則或指引作出披露；及
   (e) 根據法例、規則、規例、守則或指引，進行所需的客戶盡職審查。
2. 若閣下未能向本公司提供閣下的個人資料，本公司可能無法向閣下提供本公司的所需服務。
3. 本公司會將閣下的個人資料保密，但閣下同意，基於上文第1段列出之目的，本公司可於香港特別行政區（「香港」）境內將有關資料轉移或披露予下述各方（惟第 3(a) 列出的有關方面，可能位於香港境外）：
   (a) 對本公司有保密責任的本公司代理人或向本公司提供與本公司業務運作有關的行政、電訊、電腦、打擊洗錢及恐怖份子籌資情報、付款、數據處理或其他服務的承辦商（例如專業顧問、電話服務中心供應商、收賬公司（若閣下拖欠本公司款項）、速遞公司、禮品換領中心或資料輸入
   (b) 本公司、其附屬公司及/或聯屬公司根據任何法例、規則、規例、守則及/或指引及/或履行任何具司法管轄權法院、執法機關及/或監管機構所發出而本公司須遵行的命令，按照適用之法例、規則、規例、守則及/或指引，有具約束力責任向任何執法機關及/或監管機構及/或任何人士或實體作出披露，但有關規定須有正式權限方可作出。
4. 閣下有權知悉本公司處理個人資料的政策及慣例和獲告知本公司持有的資料類別。若閣下繳交法例容許之合理費用，閣下有權：
   (a) 查核本公司是否持有閣下的個人資料及查閱該等資料；及
   (b) 要求本公司更正任何不準確個人資料。
5. 任何查閱個人資料請以書面向下列人士提出：
   八達通卡有限公司
   香港九龍九龍灣宏泰道23號
   Manhattan Place 46樓
   保障資料主任
   電郵地址： dpo@octopus.com.hk

本公司的私隱政策概括敍述我們就收集閣下的個人資料的政策和慣例。該私隱政策可隨時向八達通卡有限公司索取或於八達通卡有限公司網站www.octopus.com.hk下載或從港鐵的客戶服務中心索取。

Personal Information Collection Statement relating to you (this "Notice") in accordance with the Personal Data (Privacy) Ordinance ("the Ordinance")

1. You agree that OCL may use your personal data as collected through this application form for the following purposes:
   (a) processing this application and the subsequent purposes of use as specified in the Conditions of Issue/ terms and conditions of the relevant services as
   (b) communication by us with you;
   (c) investigation of complaints, prevention or detection of crime;
   (d) disclosure as required by law, rules, regulations, codes or guidelines; and
   (e) conducting customer due diligence as required by law, rules, regulations, codes or guidelines.
2. If you do not provide your personal data to us, we may be unable to provide you with our services as requested.
3. Your personal data will be kept confidential by us, but you agree that for the purposes set out in clause 1 above, we may transfer or disclose such personal data to the following parties within the Hong Kong Special Administrative Region ("Hong Kong") (except that the parties set out in clause 3(a) below may be located outside Hong Kong):-
   (a) our agents or contractors under a duty of confidentiality to us who provide administrative, telecommunications, computer, anti-money laundering and counter terrorist finance intelligence, payment, data processing or other services to us in connection with the operation of our business (such as professional advisers, call centre service providers, debt collection agencies (in the event you owe us any money), courier, gift redemption centres or data entry
   (b) any law enforcement agency and/or regulatory body for compliance with applicable laws, rules, regulations, codes and/or guidelines and/or any person or entity to whom we, our subsidiaries and/or affiliates are under a binding obligation to make disclosure under the requirements of any law, rule, regulation, code and/or guideline and/or order of any competent court of law, law enforcement agencies and/or regulatory bodies. Such disclosure will only be made
4. You have the right to ascertain our policies and practices in relation to the personal data as held by us. Subject to payment of reasonable fee as permitted by the law, you have the right to:
   (a) check whether we hold your personal data and to have access to your personal data; and
   (b) require us to correct any personal data which is inaccurate.
5. Any data access request should be made in writing to:
   The Data Protection Officer
   Octopus Cards Limited
   46/F, Manhattan Place
   23 Wang Tai Road
   Kowloon Bay
   Kowloon
   Hong Kong
   Email: dpo@octopus.com.hk

Our Privacy Policy provides a general description of our policy and practices in relation with your personal data held by us. Such Privacy Policy can be downloaded at our website www.octopus.com.hk or obtained at the above address or at any Customer Service Centre of MTR.