

The Jockey Club Hong Chi Siu Sai Wan Workshop

賽馬會匡智小西灣工場

Requisition for Car Cleaning Services

汽車清潔服務參加表格

Name of Car Owner: (Mr./Miss) : 車主姓名: (先生/小姐): _____		Car Number/車牌號碼:	
Type / 類型 : <input type="checkbox"/> 5-seats saloon 五座位私家車		<input type="checkbox"/> 7-seats wagon 七人車	
<input type="checkbox"/> Jeep 吉普車		<input type="checkbox"/> others 其他	
Color/顏色 : _____ Brand Name/牌子 : _____ Parking Location 泊車位置 : _____		Contact phone Number 1. _____ 聯絡電話 : 2. _____ 3. _____ Fax No./ 傳真號碼 : _____	
E-mail Address/電子郵箱號碼:			
Signature 簽署:		Date 日期:	
<input type="checkbox"/> Payment method : 付款方法 :			
ATM : The Hong Kong and Shanghai Banking Corporation A/C NO. 002-318053-025 A/C Name : The Jockey Club Hong Chi Siu Sai Wan Workshop		現金過戶 : 香港上海滙豐銀行 戶口號碼 : 002-318053-025 戶口名稱 : 賽馬會匡智小西灣工場	
Cheque : Crossed Cheque please pay to : The Jockey Club Hong Chi Siu Sai Wan Workshop, And address to (by mail) : The Jockey Club Hong Chi Siu Sai Wan Workshop G/F., Sui Shing House, Siu Sai Wan Estate, Chai Wan, H.K. E-mail Address : ssw_staff6@hongchi.org.hk ;		支票 : 劃線支票請付 : 賽馬會匡智小西灣工場 郵寄地址 : 賽馬會匡智小西灣工場, 香港柴灣小西灣村瑞盛樓地下	
*Please do not make payments for more than three months . *An official receipt will be issued late *For cash bank-in, please fax the cash payment slip with car number and contact telephone number to 2976-0463. *Monthly Service Fee : HK\$250 for one car.		*請勿支付多於三個月的費用 *正式收據將於稍後發回 *如以現金於銀行付款, 請將車牌號碼及聯絡電話寫在付銀款單上傳真至 2976-0463 *月費 : 每輛車港幣 250 元正	
*Contact Phone No: 2896 0373 *Fax No : 2976 0463		※聯絡電話 : 2896 0373 ※傳真號碼 : 2976 0463	

Terms & Conditions :

New participant / Re-joining participant

- Please fill in the requisition form. The form is available in the HKUST student association or you can contact our workshop on 28960373. Please send the filled form to our workshop either by Fax (fax 2976-0463) or email (ssw@hongchi.org.hk). **The start of car cleaning service is to be confirmed by Workshop upon clearance of your payment.**
- Please state your parking location on the form clearly (for example, "car park LG5").
- Car cleaning service : **Monday – Friday**
- Car cleaning service will be **stopped** when the following situations :
 - Typhoon signal number 3 or above is hoisted.
 - Red/Black Rainstorm is hoisted.
 - Public Holiday
 - Workshop has some programs such as Christmas, Autumn Festival.
- **One service account will be entitled for one registered car**

Payment terms

- The monthly payment is due on the 1st day of each month. Payment can be made by either ATM (Bank A/C No. 004-002-318053-025) or by cheque, sent to our workshop. If the payment is by ATM, please fax the bank receipt to our workshop.
- To ensure that the payment can be recorded correctly, please state the vehicle number and service month on the bank receipt or cheque. Any omission of this information may cause incorrect payment record on your account.

Amendment / Termination of the services

- Termination of services requires oral / written notification to our workshop **1 month in advance**
- Amendment of services or temporary suspension of car cleaning requires oral / written notification to our workshop 14 days in advance.

Refund of prepayment if service is terminated

- If refund is required, please send a written request stating the name of payee and the mailing address to our workshop.
- The refund is paid by cheque at the end of each month.