



The Hong Kong University of Science & Technology
Campus Management Office – Security Center

From : _____

To : Campus Security Manager

Application For Working Permit

I am writing to apply for the working permit for the contractor’s representative and their workers under the following particulars:

JOB TITLE: _____

LOCATION: _____

NAME OF CONTRACTOR: _____

COMPANY CO-ORDINATOR/ REPRESENTATIVE: _____

Contact Tel. No.: _____ Address: _____

DESIGNATED SITE SUPERVISOR: _____ ID No.: _____

Contact Tel. No.: _____

<u>NAME OF WORKER</u>	<u>ID No.</u>
(1) _____	_____
(2) _____	_____
(3) _____	_____
(4) _____	_____
(5) _____	_____
(6) _____	_____
(7) _____	_____
(8) _____	_____

WORKING DURATION: Date (From) _____ Date (To) _____

WORKING HOURS: _____

 Endorsed by HKUST – Dept of ()

 Signature of Applicant

 Date

 Date

- Encl. 1. Contractor’s ID card copy
 2. Cash HK\$30.00 each for deposit in case of card lost
 3. A separate sheet may be added for additional workers
 4. This application form shall be endorsed by HKUST relevant employing departments

Receipt

(To be completed by Security Center)

Card No.: From _____ To _____

Received By: _____

Signature: _____

Name of Company: _____

Received Date: _____

Permit valid till: _____ (Plastic/Paper)

Permits Return Date: _____

No. of Permits Returned: _____

Deposit Received By: _____

DEPOSIT

按金 : \$ _____

No. of Permits

工作証數目 : _____

The above deposit will be cancelled if the permits not returned after 3 months of expiry date.

以上工作証到期後三個月不交回，按金作廢。

Deposit pre-paid : _____

Date : _____