

Student Development Services

Request for Padlock Cutting

Please ✓ as appropriate:

- Endorsement of the locker user name (證明儲物櫃使用者身份)
- Loss of Key (遺失鎖匙)
Action: Padlock cutting will be arranged by security within office hours with endorsement of SDS
- Unauthorized use by others (被他人佔用)
Action: Padlock cutting will be arranged within 5 working days by FMO technical staff and SDS staff.
- Open SDS lock (開 SDS 鎖)

Name of Applicant 申請人姓名 (in English)	SID 學生編號	Contact Tel 聯絡電話
Email Address 電郵		
Locker No. & Location 儲物櫃編號及位置	Date 申請日期	

- I hereby authorize Student Development Services / Facilities Management Office to cut the padlock of my locker. 本人授權 SDS 及 FMO 為本人之儲物櫃剪鎖
- I provide a new padlock (labeled with my locker no.) for SDS to lock up my locker afterwards. 本人將提供並貼上本人儲物櫃編號的掛鎖予 SDS，待剪鎖後掛上
- I understand that SDS/FMO shall in no circumstance be responsible for the safe-keeping of any item found in the locker nor shall be liable for any loss or damage in connection therewith. 本人明白 SDS 及 FMO 沒有責任看管儲物櫃物品，本人需為個人物品遺失或損壞負責。

(Signature of Student 學生簽署)

Office use only:

1. Verify against locker user list
2. A firm padlock labeled with locker no. has been provided by user

Responsible Staff 負責職員	Completion Date 完成日期
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同事請用膠紙將有編號鎖頭貼上 