



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