Department of Mechanical Engineering, The University of Hong Kong

Smart Card Door Lock User Privilege Application

Important Note

To apply for working in laboratory or workshop, user has to duly complete the "**Safety Awareness Declaration Form**", available in http://me.hku.hk/eform/safetyawaredec.pdf

1. This form should be filed by technician-in-charge of the location.
2. No user should possess more than one smart card for accessing the same premise.
   If the user does not possess an HKU staff card or student card, he/she can apply for a temporary card from Ms. Cobe Chong of the General Office by paying a HK$100 refundable deposit.
3. **One** form can be used for only **one** location.

Name of user: _____ Student/Staff No: _____

Category of the user (e.g. UG, TPG, RPG, Research Staff, Visitor): _____

Phone No: _____ Email: _____ (*Only accept HKU Email for students*)

Room Number: _____ Laboratory Name (if any): _____

Card ID: _____ Application date: _____

Effective Access Period (mm/yyyy):From**:** _____ To: _____

Accession Hours (Tick one only)

☐   7days/24-hour (for RPG and full time research staff only)

☐   8 am to 10 pm on Mon-Sat (for RPG and full time research staff only)

☐   Office hours: 9:00 am to 5:48 pm

☐   Other (please specify):

I confirm that the user has signed the necessary safety declaration form(s).

_____   _____
Name and Signature of Technical staff-in-Charge   Date

I endorse the access right of the user.	*I endorse the access right of the user.*
_____	_____
Name & Signature of the staff-in-charge	Name & Signature of the user's Supervisor, if different from the staff-in-charge

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