

# Department of Mechanical Engineering, The University of Hong Kong

## Smart Card Door Lock User Privilege Application

### ***Important Note***

1. To apply for working in laboratory or workshop, user has to duly complete the “**Safety Awareness Declaration Form**”, available in [www.mech.hku.hk/dept-policy](http://www.mech.hku.hk/dept-policy)
2. This form should be filed by technician-in-charge of the location.
3. 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.
4. **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.***

\_\_\_\_\_  
Name & Signature of the staff-in-charge

***I endorse the access right of the user.***

\_\_\_\_\_  
Name & Signature of the user's Supervisor,  
if different from the staff-in-charge

