

東海大學短期通行證申請表

Application Form for Vehicle Pass for Short-term Needs

申請日期： 年 月 日 Date:

(請雙面印列)

申請人姓名 Name		行動電話 Cellphone NO.	
申請事由 Reason		車主姓名 Name of vehicle owner	(本人免填) (Do not fill in if you are the applicant.)
使用期限 Duration	年 月 日 ~ 年 月 日 Date: from to	費用 Fee	(汽車500元/月) (機車300元/月) (NT\$500/300/per month)
車籍登記 Vehicle details	<input type="checkbox"/> 本人 Personal <input type="checkbox"/> 親屬 關係說明： Relatives : <input type="checkbox"/> 公司車 Company <input type="checkbox"/> 租賃車 租賃期限： Rental car and duration:		
車輛種類 Type of Vehicle	<input type="checkbox"/> 汽車 Car	牌照號碼 License plate NO.	
	<input type="checkbox"/> 機車 Motorcycle	申請人駕照號碼 (即身份證號碼) Driver's license NO.	
申請人 簽章處 Signature of student	眷舍區請加填住址	承辦人 Coordinator of Dept.	校內分機 Extension NO. on campus
		單位 主管 Director	
事務組 承辦人 Coordinator of Business Section		事務組 組 長 Section Chief	總務長 Dean of General Affairs

個人資料蒐集、處理、及利用告知事項

本人已詳讀說明及個人資料蒐集、處理、及利用告知事項，並願依「東海大學車輛通行證申請暨使用辦法」、及「東海大學校區車輛管理辦法」相關規定使用，未依規定使用將罰款及影響下學年申請權限。

I agree to obey the rules. If found in violation of the rules, I will forfeit my right to apply for future vehicle passes.

通行證(含歸還證件)簽收人簽章(含日期)： _____

Please sign here after receiving the pass. Date:

通行證號 (由事務組填寫 Remarks by Business Section) :

說明：

1. 符合申請本證者，請由本人或本校經辦單位填具本申請表，並檢附本人駕駛執照、行車執照(正本或正反面影本)，及費用汽車500元/月、機車300元/月至通行證系統申辦，審核通過至出納組繳費後持第二聯繳交至總務處事務組即可通行。
2. 持本通行證車輛，**禁止隔夜停放於校園**。
3. 請依規定停放於停車格內，停放愛心車位者請出示相關證明，並置放於明顯處，以利辨識。
4. 本證車號須與車牌相符不得轉讓出借、塗改變造或虛報遺失，違者當場收回並停止再次申請權利。
5. 請詳閱本校「車輛通行證申請暨使用辦法」、「校區車輛管理辦法」及「停車收費要點」，並依規定使用。

【個人資料蒐集、處理及利用告知事項】：

本申請表所蒐集之各項個人資料(類別 C001, C003, C023, C039, C051)僅為身份確認及於通行證有效期限內作為校園交通管理之用，申請人填妥資料，審核單位驗證無誤時後，所有檢附證件於核畢後歸還。您可自由選擇是否提供上述資料，但若資料不完整時，將無法受理申請。資料提供後，保存2年後銷毀，您可依個人資料保護法第三條規定行使當事人權利，如有疑問請洽本校總務處事務。(Tel:23590216)。

Notices:

1. Eligible applicants should complete this application form either in person or through the relevant administrative office of the University. Please submit a copy of your driver's license and vehicle registration (original or a photocopy of both front and back sides), along with the applicable permit fee (NT\$500/month for cars, NT\$300/month for motorcycles). All required document should be submitted through the Access Permit System. Once approved, proceed to the Cashier Division to pay the fee. Then, submit the second copy of the receipt to the Administrative Services Section of the General Affairs Office to activate your access.
2. No overnight parking on campus.
3. Please park in accordance to the regulations ,and those who park in the priority parking space should show the relevant certificate and place it in a conspicuous place for identification.
4. The vehicle number of this certificate must be consistent with the license plate, and it shall not be transferred, lent, altered or falsely reported lost. Violators will be withdrawn on the spot and the right to apply again will be stopped.
5. Please read the "Vehicle Permit Application and Use Regulations" ,"Procedure for Campus Vehicle Management " and Parking fee Points of Tunghai University " .Please use in accordance with regulations.

Notices for Personal data used :

The personal data in this application form (category C001,C003,C023,C039,C051) is for identity confirmation only. All attached documents will be returned after receiving the pass. You have the right to choose whether or not to provide such data. If the data is incomplete, the application will not be accepted. After the data provided, we will keep them for 2 years then destroy it. You can read about your rights under Article III of Personal Data Protection Law and if you have any questions, please feel free to contact Business Section of General Affairs Office (Tel:23590216).