Club Bel-Air 貝沙灣會所
Message Board Application Form 留言版申請表

Ref. No.:_____

Development 物業：_____

Name / 姓名 ：_____

Contact No. / 聯絡電話 ：_____

Message Board on the Go!
線上留言版現已登場！
Access it anytime via the Bel-Air One-stop Mobile App
透過貝沙灣一站式應用程式，隨時隨地線上互動

1. Owner/Tenant 業主/租戶：Phase 期 Tower 座 Floor 樓 Unit 室
Posting location 留言位置：
□ Club Bay Wing 灣畔會所 □ Club Peak Wing 朗峰會所
□ Phase 1 Shuttle Lift Lobby 一期穿梭升降機大堂 □ Phase 5 Shuttle Lift Lobby 五期穿梭升降機大堂

Or 或

2. Car Park Owner 車位業主：Phase 期 Level 層 Car Park No. 車位號碼
Posting location 留言位置：
□ Phase 1 Shuttle Lift Lobby 一期穿梭升降機大堂 □ Phase 5 Shuttle Lift Lobby 五期穿梭升降機大堂

For Official Use Only 職員專用			
Confirmed Owner's identity 已確認業主身份	□ Residential Owner 單位業主	□ Car Park Owner 車位業主	Handled By: 經手人:

Rules and Regulations 使用守則

To enhance communication among residents for sharing of information restricted to the 7 categories below:

A. Looking for/offer Bel-Air property for rental or sales (apartments or car park spaces) (Please present valid proof of ownership for identity verification),
B. Recommendation of good quality employee, only by employer after contract expiry,
C. Recreation Activities partner ONLY,
D. Sales and exchange of second hand articles (please specify the condition),
E. Part-time tutoring provided by full time students (The applicant should provide copy of valid student card for verification),
F. Lost and Found item
G. Pets adoption (to adopt / look for adoption) or to look for temporary caretaking etc.

All residents are welcomed to utilize the message board with the following guidelines:

1. Application forms and assigned message board card can be obtained from Clubhouses, Tower Lobbies or via email at clubelair@pcpd.com or general-club@pcpd.com
2. Residents are required to submit the application form with assigned message board card (Only English or Chinese language) to Clubhouses in-person or via email.
3. Only Club Staff is allowed to post up the message board card which will be based on the sequence of application received. Residents cannot choose the display locations. Each accepted application will be posted for up to 2 weeks, or shorter the period as requested by the resident. Expired postings will removed by Club Staff without further notice.
4. Residents must apply for the renewal **on or after the 14th day** of the posting period in-person or via email. No advance application will be accepted in order to avoid any continuous occupation.
5. This message board is only for posting one-off transaction or activity. It prevents any resident from posting the continuous message related to any promotional or commercial activity. Each message card can be posted for a **maximum of 2 months (renewal inclusive)**.
6. Due to limited space of the message board, priority for posting up the message card is on first-come-first-served basis. To avoid occupation by duplicate messages, each resident, on behalf of all units of residence and the residents, is entitled to one message card posted at a time. Repeated applications will not be accepted.
7. Apart from the owner of car park only can choose to post the message card on two message boards in shuttle lift lobbies, other residents can choose to post on four message boards, but the posting period may not consistent due to limited space.
8. The contact person and information filled on the application form and the message card must be the same.
9. The Club reserves the right to reject application of any inappropriate notice of commercial content(except those 7 categories above), job seeker, in breach of Deed Mutual Covenant (DMC) or Hong Kong Laws, political propaganda, statement of personal attacks, obscene and indecent item.
10. **Private coaching without prior approval from the Club Management is strictly prohibited inside the Club.**
11. The Club will not be held liable on the accuracy or comments on the message card submitted by residents and subsequently displayed on the message board.
12. All messages made available as part of this discussion group and any opinions, advice, statements or other information contained in any messages posted or transmitted by any third party are the responsibility of the author of that message and not of this club. The fact that a particular message is posted on or transmitted using this forum does not mean that the club has endorsed that message in any way or verified the accuracy, completeness or usefulness of any message. We reserve the rights to amend, suspend and terminate posts. We reserve our right to claim against the author for any loss or damages due if its message is in

breach of the laws of Hong Kong.

13. Residents are welcome to provide comment or enquiry about the 7 categories, and Clubhouse will review the above from time to time and make necessary amendment.
14. The Club reserves the right to amend the above Rules and Regulations without prior notice.

為加強住戶之溝通，貝沙灣會所特設「留言版」讓住戶可互相交流資訊，可張貼的資訊範圍為以下七點：

一. 提供或尋找貝沙灣物業或車位租用買賣(需提供有效之業權證明文件以核對身份)、

二. 由前僱主於僱員合約完結後對僱員作出推薦、

三. 康體活動夥伴、

四. 二手物品買賣(請註明物品狀況)、

五. 全日制學生提供兼職補習服務(需提供有效全日制學生證明文件以核對身份)、

六. 尋找失物、

七. 托管、尋求收養或領養寵物。

歡迎各住戶依從以下條款使用「留言版」:

1. 如各住戶需要張貼留言，可到會所、各座大堂或發送電郵至 clubelair@pcpd.com 或 general-club@pcpd.com 索取申請表及留言紙。
2. 申請人必須把已填妥之申請表連同已填寫在會所指定之留言紙上的留言內容(只限英文或中文)，並以親身或電子形式遞交至會所。
3. 會所職員將根據住戶遞交申請表之先後次序作排列，張貼於留言版上，住戶不得選擇張貼位置。張貼為期**不多於2星期**或因應住戶之要求而減少張貼時間，逾期留言將由會所職員自行移除而不作另行通知。
4. 如住戶欲繼續張貼逾期之留言，必須於張貼期**第 14 天或以後**親臨會所或以電郵通知會所，本會所不接受預先遞交之申請表，以免留言版被長期佔用。
5. 本留言版以一次性之交易或活動為原則，避免申請者利用本留言版進行一些連續性之宣傳或商業行為，每則留言**最長只可張貼2個月(包括續期)**。
6. 因留言板空間有限，所有留言將以先到先得形式張貼，為免相同留言佔據留言板空間，每位住戶將代表其所居住單位及住客，每次只可張貼一則留言，重複申請將不被接納。
7. 除僅持有車位業權的住戶只可選擇將留言張貼最多兩塊告示牌外，各住戶有權選擇將留言張貼最多四塊告示牌，唯因空間有限，張貼及下架的時間未必一致。
8. 張貼之留言及申請表上的聯絡人資料必須為住戶及同屬一人。
9. 會所有權拒絕張貼不適當的告示，包括但不僅限於具商業性質的告示 (上述 7 項範圍除外)、求職廣告、有機會抵觸大廈公契或香港法例的告示、政治宣傳、人身攻擊或淫褻及不雅物品等的告示。
10. **除獲會所管理人員批准外，所有人士禁止於會所範圍內進行私人教授課程。**
11. 會所概不負責有關會員遞交及張貼之留言內容或其準確性。
12. 本留言版內容純屬留言者個人意見，並不代表本會所立場。本會所對所有留言的真實性、完整性及立場等，不負上任何法律責任，另隨時保留移除留言的權利。對於一切抵觸香港法律的留言及其內容，本會所保留追究權利。
13. 如對張貼之內容與規限之範圍有任何疑問，住戶可提出意見，會所將會定期作覆核及對條款作出有需要的修改。
14. 會所保留更改以上守則之權利而不作另行通知。

I confirm that I have read and understood the above and confirm my agreement to the rules and regulations.
本人確認已閱覽、明白及確認以上之條款及使用守則。

Signature of Owner / Tenant 業主或租戶簽署 _____ Date / 日期 _____

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Handled by 經手人：_____ Date 日期：_____

Checked by 核對人：_____ Date 日期：_____

Renewal Details 續貼詳情 ：

☐ 2nd Renewal 第 2 次續貼: Log No.: _____
via ☐ Email 電郵 / ☐ In-Person with Signature 親臨會所&會員簽署 _____ Date 日期:_____

☐ 3rd Renewal 第 3 次續貼: Log No.: _____
via ☐ Email 電郵 / ☐ In-Person with Signature 親臨會所&會員簽署 _____ Date 日期:_____

☐ 4th Renewal 第 4 次續貼: Log No.: _____
via ☐ Email 電郵 / ☐ In-Person with Signature 親臨會所&會員簽署 _____ Date 日期:_____