

Kadoorie Estates Privilege Card Service Request Form

PART 1: TENANT INFORMATION

Tenant Name (e.g. ABC Management Limited / Peter Chan): _____

Property / Unit Number (e.g. SGB Room 202 / 1 KA): _____

Contact Person: _____

Contact Number: _____

Email Address: _____

PART 2: TYPE OF REQUEST (Please tick where applicable)

☐ Lost Card Replacement

☐ Damaged Card Replacement (Original damaged card must be returned to KEL)

☐ Other: _____

PART 3: CARD DETAILS

Number of Cards Requested: _____

ID(s) of Card to be Replaced: _____

(Please provide the Card ID engraved on the front of the card so we can securely deactivate it)

Please complete and return this form to the Kadoorie Estates Management Office or email to info@kadoorieestates.com.hk. Note that an administrative fee applies to card replacements, and damaged cards must be returned before a new card can be issued.

PART 4: TERMS & ACKNOWLEDGEMENT

By signing below, I/we acknowledge and agree to the following terms:

1. Administrative Fee: A replacement fee of HK\$500 per card applies for any lost or damaged card.
2. Payment Method: The replacement fee(s) will be billed to our account and automatically included in our next monthly debit note. No immediate cash or cheque payment is required.
3. Card Return: If requesting a replacement for a damaged card, the original card must be returned to the Management Office alongside this form.
4. Security: Upon submission of this form, the replaced Card ID(s) provided above will be permanently deactivated in the KEL system to prevent unauthorized use.
5. Approval: All replacement requests are subject to the final approval of KEL.

Authorized Signature & Company Chop:

Name:

Date:

By submitting this form, you agree to our handling of your information in accordance with our Personal Information Collection Statement (<https://www.kadoorieestates.com.hk/personal-information-collection-statement>) and our Privacy Policy (<https://www.kadoorieestates.com.hk/privacy-policy>).

If you do not wish to receive information on direct marketing from Kadoorie Estates Limited, please check the box below:

[] I object to the proposed use of my personal data for direct marketing.

FOR OFFICE USE ONLY

Date Received: _____

Received By: _____

ID(s) of Card Deactivated: _____

New Card ID(s) Issued: _____

Fee Added to Next Debit Note: [] Yes Month: _____

Approved By: _____