



Student Resources Section

編號 No.: **D** _____ / _____.

違規佔用儲物箱處理程序表 Procedure of Handling Illegitimate Occupation of Locker(s)

第一部分 Part I : 學生資源處專用 Handled by SRS

根據儲物箱租借規條，學生 _____ (學生證編號 _-_-_-_-_-) 在清理儲物箱的最後期限仍未清理儲物箱內的物件及拿走其扣鎖，須繳付處理費澳門幣 100 圓正。
According to the Rules for Locker Rental, student _____ (student no. _-_-_-_-_-) did not clear the locker by the date of locker clearing, he/ she is liable for a handling fee of MOP100.

根據儲物箱租借規條，學生 _____ (學生證編號 _-_-_-_-_-) 非法佔用儲物箱，學生須繳付等同於儲物箱整學年租金，澳門幣 40 圓正/80 圓正。
According to the Rules for Locker Rental, student _____ (student no. _-_-_-_-_-) occupies a locker illegitimately, he/she will be imposed a charge which is equivalent to a locker rental for one academic year, MOP40/MOP80.

簽署 Signature: _____

日期 Date: _____

<p>需付之款項 Amount to pay (如適用, if applicable)</p> <p>MOP\$ _____</p> <p>由學生資源處填寫及蓋章 By SRS and Stamp</p> <p>日期 Date: _____</p>
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<p>出納處專用 Treasury Section Use Only (如適用, if applicable)</p> <hr/> <p>出納員簽署及蓋章 Signature and Stamp (Treasury Section)</p> <p>日期 Date: _____</p>
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<p>核實完成所有程序 Verified upon Completion</p> <hr/> <p>學生資源處簽署及蓋章 Signature and Stamp (SRS)</p> <p>日期 Date: _____</p>
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第二部分：保管報告 Report on Kept Property

學生資源處暫將第 _____ 號儲物箱內共 _____ 件學生物件保管至 _____ / _____ 學期完畢，暫存之物件如下：
SRS will temporarily keep a total of _____ item(s) in locker no. _____ until the end of the academic year _____ / _____. The item(s) include:

經手人
Handled by: _____

日期
Date: _____

第三部分 Part III : 認領聲明 Declaration of Claiming Property

收集個人資料聲明

- 澳門大學根據第1/2006號法律作為一所公立高等教育機構，將處理在本表格內所收集的個人資料作舉辦活動、提供服務及聯絡之用。
The University of Macau being a public institution of higher education as set in Law No. 1/ 2006, will process the personal data collected on this form for activity organization, service providing and contact purposes.
- 基於活動 或服務所需，上述個人資料有可能轉交本澳或外地相關機構。
Due to the needs of the activity or service, the personal data on this form may be transferred to other organizations in or outside Macao.
- 申請人有權依法申請查閱、更正或更新其存於本校的個人資料。
The applicants have the right to access, rectify or update their personal data stored at UM.

學生資源處處長批准同學取回本處暫存之物件。
The student is approved to claim his/her property by Head of SRS.

本人謹聲明已取回儲物箱內被保管之所有財物。

I declare that I have claimed all the property in the locker, kept by SRS.

姓名 Name: _____

學生證號碼 Student I.D. No.: _____

儲物箱號碼 Locker No.: _____

聯絡電話 Contact No.: _____

聲明人簽署 Signature: _____

日期 Date: _____

核對人 Verified by: _____

日期 Date: _____

(由學生資源處人員簽署 Signed by SRS Staff)