



澳門大學  
UNIVERSIDADE DE MACAU

To be completed by SRS/Management Co.

Facility Access Card No.: \_\_\_\_\_

PGH Room Card No.: \_\_\_\_\_

Sleeping Habit: \_\_\_\_\_

Ref.: PGH-003/F/SRS

學生資源處

Student Resources Section (SRS)

研究生宿舍 - 轉房表

Postgraduate House (PGH) – Room Change Form

**由住客填寫 Written by Resident**

中文姓名 *Name in Chinese*: \_\_\_\_\_

外文姓名 *Name in block letters*: \_\_\_\_\_

學生證號碼 *Student no.*: \_\_\_\_\_

電郵地址 *E-mail address*: \_\_\_\_\_

流動電話號碼 *Mobile phone no.*: \_\_\_\_\_

原房號: <i>Old room no.:</i>	_____	Electricity Meter : (OUT) _____ Hot Water Meter : (OUT) _____ Recycled Water Meter : (OUT) _____
	<input type="checkbox"/> 雙人間 Shared Room <input type="checkbox"/> 單人間 Single Room <input type="checkbox"/> 套間 Suite	
獲批准的新房號: <i>Newly assigned room no.:</i>	_____	Electricity Meter : (IN) _____ Hot Water Meter : (IN) _____ Recycled Water Meter : (IN) _____
	<input type="checkbox"/> 雙人間 Shared Room <input type="checkbox"/> 單人間 Single Room <input type="checkbox"/> 套間 Suite	

**收集個人資料聲明 Personal Data Collection Statement**

- 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 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.

住客簽名 *Resident signature*: \_\_\_\_\_ 日期 *Date*: \_\_\_\_\_

**由學生資源處/管理公司填寫 Written by the SRS /Management Company**

遷出原房間時間 *Current room check-out time*:  
\_\_\_\_\_ (年/yyyy) \_\_\_\_\_ (月/mm) \_\_\_\_\_ (日/dd) 時間/Time: \_\_\_\_\_

遷入新房間時間 *New room check-in time*:  
\_\_\_\_\_ (年/yyyy) \_\_\_\_\_ (月/mm) \_\_\_\_\_ (日/dd) 時間/Time: \_\_\_\_\_

- |   |  |                               |
|---|--|-------------------------------|
| 1. 物品損壞 <i>Article damaged</i>            | <input type="checkbox"/> 是/yes , MOP _____ | <input type="checkbox"/> 否/no |
| 2. 物品丟失 <i>Article lost</i>               | <input type="checkbox"/> 是/yes , MOP _____ | <input type="checkbox"/> 否/no |
| 3. 垃圾處理費 <i>Garbage removal fee</i>       | <input type="checkbox"/> 是/yes , MOP _____ | <input type="checkbox"/> 否/no |
| 4. 清潔費 <i>Cleaning fee</i>                | <input type="checkbox"/> 是/yes , MOP _____ | <input type="checkbox"/> 否/no |
| 5. 電費應付單位 <i>Electricity payable unit</i> | _____ 單位/units                             |                               |
| 6. 水費應付單位 <i>Water payable unit</i>       | _____ 單位/units                             |                               |

已檢查房間 *Checked the room*

已歸還房門卡 *Returned the room key card*

處理人簽名及蓋章 *Handler signature & chop*: \_\_\_\_\_ 日期 *Date*: \_\_\_\_\_