

NOTICE 通告

致瑜翠園各住戶：

PDC-2026-N106

更新住戶聯絡資料

為確保在緊急情況下能及時聯絡住戶並提供適切協助，服務處需要定期更新住戶資料及緊急聯絡人資訊。所有個人資料均受《個人資料（私隱）條例》保障，並僅作服務處與業戶溝通及緊急聯絡之用途。

敬請各住戶填妥隨函附上的「住戶聯絡資料」，並於 2026 年 9 月 4 日前放入 閣下所屬座數大堂內的資料收集箱。

如有任何查詢，請於辦公時間內致電 2458 7256 與本處職員聯絡。



瑜翠園服務處

2026 年 8 月 21 日

To: All residents of Peridot Court

Date: 21 August 2026

Update Residents' Contact Information

To ensure that residents can be contacted promptly and provided with assistance in the event of an emergency, the Management Services Office is conducting a periodic update of residents' and emergency contact information. All personal data collected will be handled in strict accordance with the Personal Data (Privacy) Ordinance and will be used solely for communication and emergency contact purposes.

We would appreciate it if all residents could complete the enclosed Resident Contact Information Form and return it by depositing it into the collection box located at your tower lobby on or before 4 September 2026.

Should you have any enquiries, please contact our staff at 2458 7256 during office hours.

Peridot Court
Management Services Office

此通告有張貼至 2026 年 9 月 4 日
This notice will be posted until 4 Sep 2026



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詳情請瀏覽網站：www.peridotcourt.info

Visit the estate website for details. Website: www.peridotcourt.info



PMC Licence No: C-499163

啟勝管理服務有限公司
Kai Shing Management Services Limited



住戶聯絡資料
Residents' Contact Information

機 密
Private &
Confidential

住宅物業 (Residential Property) : _____

地 址：第 _____ 座 _____ 樓 _____ 室 / 車位號碼 _____ / 車牌號碼 _____

Address : Flat/Unit _____, _____/F, Block/Tower _____ / Car Parking Space no. _____ / Car Registered no. _____

☐ 新業主 / 租客，首次填寫

New Owner / Tenant, First-time Submission

☐ 更新個人資料 (只需於更新項目填寫資料)

I need to update the information (Please fill in the information that requires updating)

[注意：如聯絡資料有任何變更，敬請儘快通知服務處更新記錄。]

[Note: Please notify the Management Service Office to update our record once any contact information below is changed.]

業戶資料：

☐ 業主

☐ 租客

Occupant's Particulars :

Owner

Tenant

姓 名 Name : (English) _____ (中文) _____

住 宅 Home Tel. No. : _____ 辦公室 Office Tel. No. : _____

手提電話 Mobile Phone : _____ 電郵地址 E-mail Address : _____

通訊地址 Correspondence Address (如與上址不同 If different from the above) : _____

家中需特別照顧人士的數目

Number of people who need special care at home : _____

特別需要 (如長者或傷殘人士，需要使用醫療儀器，例如洗腎機)：

Special Attention (e.g. Elderly, disabled, those who are in need of medical instrument such as Dialysis Machine etc.):

簽 署 Signature : _____ 日 期 Date : _____

緊急聯絡人資料 Emergency Contact (僅於未能聯絡業戶時使用 For contact only if occupants are not found)

姓 名 Name : (English) _____ (中文) _____

住 宅 Home Tel. No. : _____ 辦公室 Office Tel No. : _____

手提電話 Mobile Phone : _____

通訊地址 Correspondence Address : _____

家庭成員(包括傭工) No. of Family Members (including Domestic Helper)

	第一位家庭成員 1 st family member	第二位家庭成員 2 nd family member	第三位家庭成員 3 rd family member	第四位家庭成員 4 th family member	第五位家庭成員 5 th family member	第六位家庭成員 6 th family member
姓名 Name						
年齡 Age						
聯 絡 電 話 Contact No.						

個人資料收集聲明：

以下是啟勝管理服務有限公司遵照香港特別行政區法例第 486 章《個人資料(私隱)條例》之要求而發表，在向閣下收集資料時通知閣下若干事項。

- 在我們為閣下提供服務之時，閣下會被要求向我們提供個人識別資料，我們有必要收集閣下之資料，以便向閣下提供服務。倘若閣下未能提供所需資料，我們將不能向閣下提供有關服務。
- 我們所收集之資料將用作處理有關申請、日常管理及/或任何跟進事宜。此外，有關資料亦可能用於內部統計調查、分析和/或推廣用途及/或可能被披露或轉移往本集團，上述之團體亦可存取該等資料。
- 我們只會在有需要的時間內，為了達到收集個人資料所需目的而保存閣下的個人資料及只供我們的獲授權人仕使用。

如閣下同意向我們支付合理之手續費，閣下有權要求存取或更正我們所持有關於閣下之資料。倘若閣下需要查核我們是否持有閣下之個人資料，又或者想存取或更正閣下有關之任何不確資料，請電郵 dpo@kaishing.com.hk 往啟勝管理服務有限公司，或投寄到香港港灣道三十號新鴻基中心二十三樓二二零一室資料保障主任。

PERSONAL INFORMATION COLLECTION STATEMENT

It is the policy of Kai Shing Management Services Limited, as one "Data User", in complying with the requirements of the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of the Hong Kong SAR and notify you of certain matters when collecting information from you.

- At the time of providing our property management services, you may be asked to provide us with personally identifiable information. It is necessary for us to collect your information for providing you the services. You are not obliged to supply the data here but if you fail to provide the information requested, we may not be able to provide you with our services or assistance.
- The information we collected will be used for processing all matters relating to the relevant application, daily operation and/or any follow up actions.
- We will keep your personal data only for as long as necessary to fulfill the purpose for which it is collected. The data you provide will only be handled by our authorized employees and persons.

You have the right to request access to, or correction of, information about you which is held by us, by paying us the reasonable charges incurred by us in relation to administering and complying with your request. If you need to check whether we hold your personal information or if you wish to have access to, or correct any information relating to you which is inaccurate, please write via e-mail to our Data Protection Officer at dpo@kaishing.com.hk or via mail to Room 2301, 23/F, Sun Hung Kai Centre, 30 Harbour Road, Wan Chai, Hong Kong.