

## 住客停車場 P7 定位泊車區月票申請指引

### Guidelines for applying the monthly pass for the Regular Parking Area in the Resident Car Park P7

#### I. 申請資格 Applicant's Qualifications

1. 根據《澳門大學停車場之管理規條》第八條第七款之規定，澳門大學教職員、學生及獲准許者每人尚可額外申請一張輕型汽車定位泊車區月票。  
According to the Art 8(7) of "The University of Macau Parking Management Rules", UM staff, students and authorized persons may also each apply for one additional monthly pass for light vehicles to be used for the Regular Parking Area.
2. 申請人應持有有效的校園卡。  
The applicants should hold valid UM campus card.

#### II. 申請手續 Application procedure

1. 凡申請泊車月票者，必須遞交以下文件：

Applicants should submit the following documents when applying the monthly pass:

- 填妥之申請表格 A completed application form
- 有效之校園卡（職員證或學生證）副本 Copy of valid UM campus card (staff card or student card)
- 有效駕駛執照副本 Copy of valid driving licence
- 車輛登記摺副本 Copy of vehicle registration
- 所有權登記憑證副本 Copy of property registration
- 若申請月票之車輛非申請人所擁有，需同時遞交"車輛使用聲明書" If the vehicle is not owned by the applicant, the applicant should submit the "Declaration-Vehicle for Personal Use".

2. 申請人可經以下途徑遞交文件：

Applicants can submit the above documents through the below channels:

- 親臨保安及交通事務處服務櫃檯，澳門大學行政樓(N6)三樓 3019 室  
Approach service counter of the Security and Transport Section (STS), Room 3019, 3/F, Administration Building (N6), UM
- 發電郵至保安及交通事務處 [sts.parkingpermit@um.edu.mo](mailto:sts.parkingpermit@um.edu.mo)  
Send email to the Security and Transport Section [sts.parkingpermit@um.edu.mo](mailto:sts.parkingpermit@um.edu.mo)

3. 申請表將順次處理，交齊所有文件方獲排序。

Application will be handled in sequence of submission after all required documents are submitted.

4. 保安及交通事務處完成審批後，將通知合資格申請人帶同校園卡及所需費用親臨付款及取證。

Upon approval, the Security and Transport Section will inform the eligible applicants to approach the service counter of STS for settling the parking charge and collecting the monthly pass in person.

5. 申請人應在收到通知後十個工作日內到保安及交通事務處領取月票。

The monthly pass should be collected from the Security and Transport Section within 10 working days upon notice.

6. 逾期未領取月票者，申請將被取消，及需重新再作申請。  
Once the collection period is expired, the monthly pass application will be withdrawn. Applicants need to initiate another application.
7. 任何人士若經發現遞交虛假或失實資料以申請月票，大學有權拒絕其月票之申請或終止其月票使用，並保留追究申報虛假資料之權利。  
The University reserves the right to reject any application or suspend any monthly pass when any false or misleading information in monthly pass application is found, and pursue legal action against when necessary.

### III. 定位泊車區車位安排 Parking space arrangement in Regular Parking Area

1. 定位泊車區設於住客停車場 P7（S33 至 S34 地庫），並須經由住客停車場 P7B 閘口（位於繁菊大道，近 S32 及 S33 之閘口）進入。  
The Regular Parking Area is located at the Resident Car Park P7 (the basement for S33 and S34). Vehicle should access the Regular Parking Area through Gate P7B (the gate is located at the Daisy Avenue, which is near S32 and S33).
2. 車輛須經鄰近住客停車場 P7 之大學私家路路閘（即大學南圓形地的兩個私家路路閘）進出住客停車場 P7  
Vehicle should access the Resident Car Park P7 through the road gates near P7 (i.e. the 2 road gates near the round-about of the University South (Rotunda Sul de Universidade))
3. 按車位供應情況及申請次序，車位順編號由 L001 至 L120 分配予申請者，額滿即止。  
**Parking spaces will be assigned to applicants on "First-Come-First-Served" basis, in sequence from L001 to L120, according to supply of parking space and application sequence.**
4. 車位當眼處會註明汽車編號以茲識別。  
Registered vehicle plate number will be placed at visible area of the parking space for easy identification.
5. 月票僅供停泊所登記之車輛於 P7 定位泊車區已選定車位內，不得佔用其他位置。  
The registered vehicle can only be parked at the assigned parking space at the Regular Parking Area in P7 without occupying other space.
6. 如有更改車輛，須事先向保安及交通事務處提出更新資料申請。  
User should update the vehicle information with the Security and Transport Section before changing the registered vehicle.

### IV. 泊車期及費用 Parking period and parking charge

1. 定位泊車區月票每月泊車費為澳門幣 700 元，以連續六個月為一租賃期，須一次性以先付形式支付整個租賃期的泊車費。  
The monthly parking charge for the Regular Parking Area is MOP700. The pass shall be valid for the use of the parking space for a six-month period and shall be paid in lump sum and in advance.

2. 月票的有效週期為領證當日／每月首日至每月尾日，不足一個月之申請亦將收取整月月費。  
The valid cycle of monthly pass is from the collection day/ first day to the last day of each month. Application for parking less than one month will be charged as one month.
3. 續期月票亦以連續六個月為一租賃期，須一次性以先付形式支付整個租賃期的泊車費。  
Renewal of monthly pass shall be made for the use of a parking space for a six-month period and the parking charge has to be paid in lump sum and in advance.
4. 中途終止／停用泊車月票者／所有款項一經收取，款項不予退還。  
Fees shall be non-refundable, including but not limited to termination or suspension of monthly pass.
5. 定位泊車區月票由 2018 年 6 月 22 日開始接受申請，由 2018 年 7 月 1 日開始開放泊車。  
Application for the monthly pass of Regular Parking Area starts from 22 June 2018, while the Regular Parking Area will be open for use from 1 July 2018.
6. 使用住客停車場 P7 定位泊車區的泊車期間不設上限。  
Holders of the monthly passes for the Regular Parking Area shall have unlimited parking hours in the said Area.
7. 遺失或致使定位泊車區月票不能使用者，須辦理補領及繳付澳門幣 200 元的費用。  
Where the monthly pass is lost or inoperable, the user shall clear all the procedures and settle the replacement fee of MOP200.
8. 遺失或致使門禁卡不能使用者，須辦理補領及繳付澳門幣 30 元的費用。  
Where the access card is lost or inoperable, the user shall clear all the procedures and settle the replacement fee of MOP30.

V. 人員進出 Entrance and Exit the Regular Parking Area for Personnel

1. 泊車人士須遵守大學的安排，經由教職員宿舍南二十四座 (S24) 地面大堂進出住客停車場 P7 內的定位泊車區，除經 S24 進出停車場外，不能進入教職員宿舍其他範圍及使用其設施。  
Users should follow the arrangement of the University and access the Regular Parking Area of P7 through the lobby of Staff Quarters S24. Users should not access other area of Staff Quarters and use the facilities.
2. 申請人將獲由保安及交通事務處代為派發以實名登記的門禁卡，用作進出住客停車場 P7。  
The Security and Transport Section will distribute access cards to applicants with their names registered for accessing Resident Car Park P7.

VI. 續期／終止／遺失月票及門禁卡手續 Procedure for renewal/ termination/ loss of monthly pass and access card

1. 申請人須在月票到期前辦妥續期及付款手續，否則月票到期後即時失效。  
Renewal and payment has to be made before the monthly pass expires, otherwise the monthly pass will become invalid once upon its expiry.

2. 如欲終止使用月票，車輛應在月票到期前駛離停車場；申請人應在月票逾期後五個工作日內於保安及交通事務處辦理終止手續及歸還月票及門禁卡。

**For termination of monthly pass, vehicle should be driven away from the regular parking area prior to the expiration of the monthly pass. Users should complete the termination procedure with return of the monthly pass and access card to the Security and Transport Section within 5 working days upon expiration.**

3. 如月票逾期後車輛繼續停泊在定位泊車區內，申請人須一次性支付一個租賃期的費用，且由月票逾期日開始計算。

**If the vehicle keeps being parked at the regular parking area after the monthly pass has expired, applicants need to pay parking fee for a six-month period in lump sum, counting from the expiry date.**

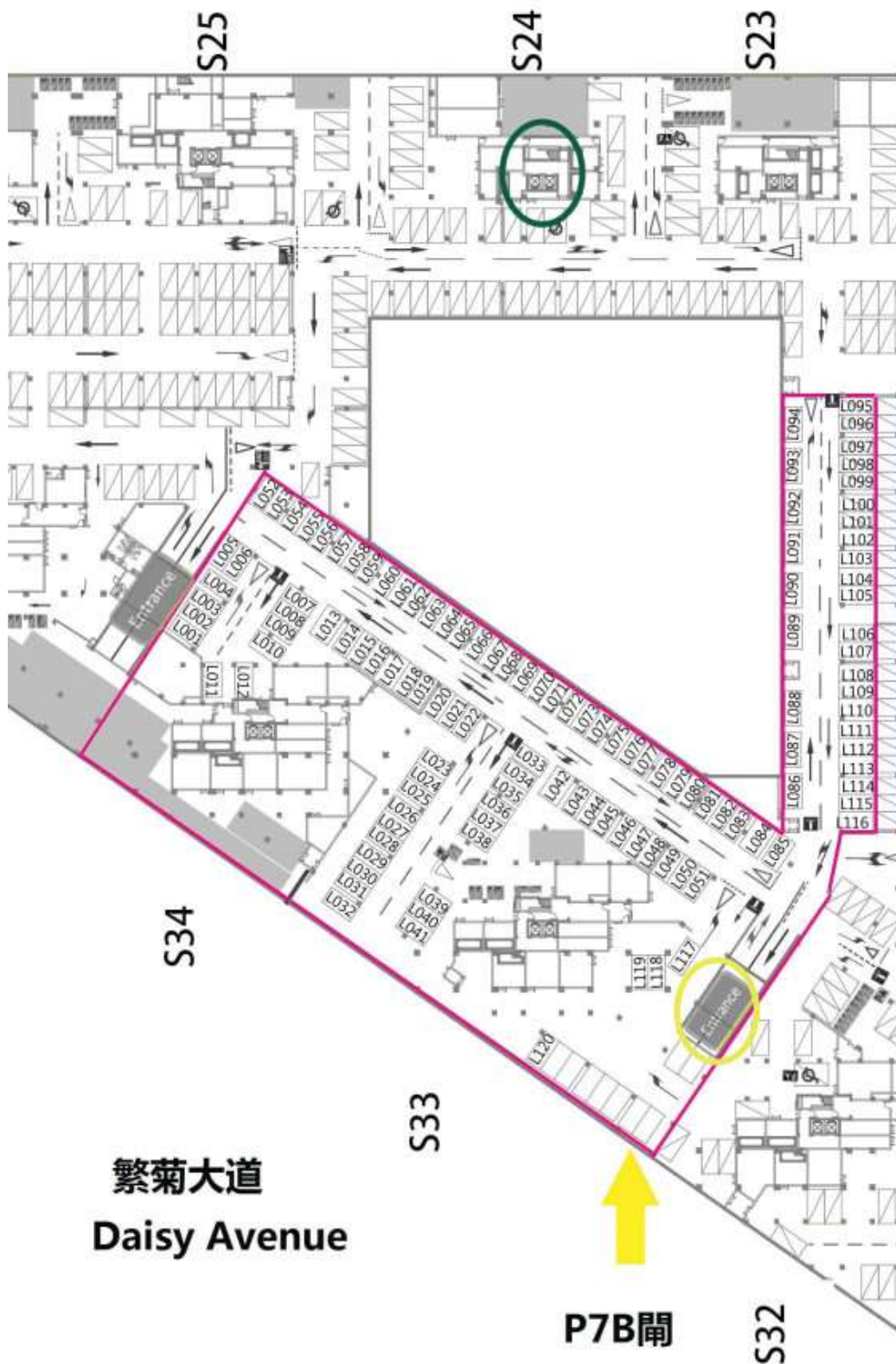
4. 遺失或致使月票／門禁卡不能使用者，須向澳門大學辦理相關手續，但須按規定支付相關費用。  
Where the monthly pass/ access card is lost or inoperable, the user shall report to UM and clear all the procedures required with payment of the charges.

## VII. 注意事項 Notes

1. 月票不得轉讓；轉讓月票者，按規定校方有權即時收回月票，一年內不能再申請。  
Monthly passes shall be non-transferrable. The University reserves the right to revoke forthwith the monthly pass of any person found having transferred the same and the person concerned may not reapply for another monthly pass within one year.
2. 保安及交通事務處保留對所有已發出月票之擁有權及保留接受月票申請的最終決定權。  
The Security and Transport Section reserves the right to retain ownership of all the monthly passes being issued and reserves the right to make the final decision accepting monthly pass application.
3. 本指引未盡之處，得按《澳門大學停車場之管理規條》內所有適用條款。  
Please refer to " The University of Macau Parking Management Rules" for items not included in these guidelines.

VIII. 定位泊車區示意圖 Location for Regular Parking Area

**Entrance and Exit for Driver access to P7 人員進出P7之出入口**



繁菊大道  
Daisy Avenue

至善大馬路  
Perfect Goodness Avenue

**Entrance and Exit for Vehicle 車輛出入口**