雙鳳街停車場

申請季租泊車服務說明書 (2027 年 1 月 至 2027 年 3 月)

★★★★★★★★★重要事項★★★★★★★★★

(一)接受申請、抽籤、公布抽籤結果及購買服務的日期

於雙鳳街停車場繳費處派發/接受申請表格 [a]	2026 年 11 月 20 日至 12 月 4 日
接受電子申請 [a]	2026 年 11 月 20 日至 12 月 2 日
抽籤 [b]	2026 年 12 月 9 日
公布抽籤結果 [c]	2026 年 12 月 10 日 12:00
公布抽籤結果後，成功申請人可於雙鳳街停車場繳費處 [a, c] 或透過指定的網頁和使用指定的電子繳付方式購買季租泊車服務 [d]	2026 年 12 月 10 日 12:00 至 2026 年 12 月 14 日 23:59
公布第一輪候補名單後，合資格候補申請人於雙鳳街停車場繳費處 [a, c] 或透過指定的網頁和使用指定的電子繳付方式購買季租泊車服務 [d]	2026 年 12 月 15 日 12:00 至 2026 年 12 月 17 日 23:59
公布第二輪候補名單後，合資格候補申請人於雙鳳街停車場繳費處 [a, c] 或透過指定的網頁和使用指定的電子繳付方式購買季租泊車服務 [d]	2026 年 12 月 18 日 12:00 至 2026 年 12 月 20 日 23:59
第二輪候補名單截止後如仍有剩餘配額， 將按抽籤次序通知候補名單上的申請人前往雙鳳街停車場購買剩餘的季租泊車服務配額（不設網上繳付方式購買季租泊車服務）	2026 年 12 月 21 日 至 2026 年 12 月 23 日

[a] 如只於原定接受申請或購買季租泊車服務的截止日期當日有惡劣天氣的情況，有關截止日期將不獲延期。

[b] 如季租泊車服務抽籤當日有惡劣天氣的情況，請瀏覽香港特別行政區運輸署（即「運輸署」）網頁(https://www.td.gov.hk/tc/transport_in_hong_kong/parking/carparks/index.html)有關特別安排。

[c] 抽籤結果和候補名單將於公布日期當天中午 12 時發布，申請人可於公布後，瀏覽於雙鳳街停車場繳費處的佈告板、停車場營辦商（即「敏記停車場管理有限公司」）的網頁(https://www.mackcarpark.com.hk)及運輸署網頁(https://www.td.gov.hk/tc/transport_in_hong_kong/parking/carparks/index.html)查閱結果。

[d] 可透過指定的網頁(https://www.tdcarpark.com.hk)購買季租泊車服務，完成後系統會自動將付款收據發送到由申請人提供的電郵地址。

(二)季租泊車服務客戶要求退款之安排

服務生效期	收到退款要求的時段和退款金額 [e, f]			
2027 年 1 月 至 2027 年 3 月	2026 年 12 月 31 日或以前 不受理退款	2027 年 1 月 1 日至 31 日 季租服務收費的三分之二	2027 年 2 月 1 日至 28 日 季租服務收費的三分之一	2027 年 3 月 1 日至 31 日 不受理退款

[e] 退款要求如獲接納，原購買季租泊車服務的人士須繳付港幣一佰元之手續費用。退款將於客戶遞交已填妥的停車場退款申請表後 60 日內存入客戶提供之指定銀行賬戶。

[f] 2027 年 1 月 1 日或以後退回的季租泊車服務配額，將不會安排重新發售。

(三)季租泊車服務客戶永久轉換車牌號碼及使用暫替車輛之安排

服務生效期	永久轉換使用服務車輛之 車牌號碼 [g]	因維修車輛而需要使用暫替車輛 [g]
2027 年 1 月 至 2027 年 3 月	▪ 在 2026 年 12 月 31 日或以前不受理申請 ▪ 在 2027 年 1 月 1 日至 2027 年 3 月 31 日期間，最多只可轉換車牌號碼一次 ▪ 原有及轉換後的車輛，登記車主必須同屬一人/公司 ▪ 每次永久轉換車牌號碼申請手續費用為港幣伍拾元	▪ 在 2026 年 12 月 31 日或以前不受理申請 ▪ 在 2027 年 1 月 1 日至 2027 年 3 月 31 日期間，每一個曆月內最多只可轉換使用暫替車輛一次 ▪ 客戶必須於五日內換回原有季租泊車服務之車輛，否則該暫替車輛須由第六日起，收取時租/日泊/夜泊收費 ▪ 申請使用暫替車輛毋須手續費用

g 客戶在申請轉換車牌號碼或用暫替車輛之前，必須先將相關車輛（包括原有登記使用季租泊車服務之車輛、永久轉換車牌後使用季租泊車服務之車輛以及暫替使用的車輛）駛離雙鳳街停車場，否則其申請將不獲處理。

申請須知

1. 提交申請

季租泊車服務的申請表格於每年2月、5月、8月及11月中起開始於雙鳳街停車場繳費處派發，並接受申請。申請人亦可經指定網頁以電子方式提交季租泊車服務申請，詳情請瀏覽停車場營辦商（即「敏記停車場管理有限公司」）的網頁(https://www.mackcarpark.com.hk)及香港特別行政區運輸署（即「運輸署」）的網頁(https://www.tdcarpark.com.hk)。

2. 申請購買季租泊車服務的條件

申請人於提交季租泊車服務的申請時，須同時提交或上載由運輸署發出的有效私家車、客貨車、 電單車或的士車輛牌照（即「行車證」）影印本及提供行車證屆滿日期。若申請人的行車證未載有屆滿日期，車主可掃瞄證上的二維碼至運輸署車輛牌照網上查詢平台，以查閱及提供有關屆滿日期資料。若申請人以電子方式提交申請，請確保輸入正確的「牌照屆滿日期」。

任何資料不全或資料錯誤的申請將不獲受理。提早提交或逾期提交申請的要求亦將不獲受理。申請人如未能於2026年11月20日至12月2日期間經指定網頁成功提交電子申請，可於2026年11月20日至12月4日期間，親身前往雙鳳街停車場繳費處提交申請。

不論親身於雙鳳街停車場繳費處還是透過電子形式提交申請，申請人只可以為每部車輛提交一份申請，重複提交的申請將不獲受理並予以取消。

申請人於雙鳳街停車場繳費處提交申請時，將會獲發一張申請確認回條。申請人透過電子形式提交申請，將會收到由系統發出的確認電郵。截止申請後，季租泊車服務申請名單將於抽籤日期之前展示於雙鳳街停車場繳費處供所有申請人參考。申請人須妥為保存該回條／電郵，以作核實及中籤後辦理購買季租泊車服務手續之用。

如車輛登記車主或申請人為肢體殘疾人士，他／她可以購買季租泊車服務而無須進行抽籤。在提交申請時，申請人須提交或上載由運輸署發出的「傷殘人士泊車許可證」或「批准信」的影印本，以作核實之用。

申請人提供的所有資料必須正確無誤。如申請人於提交申請時提供任何虛假文件及資料，有關申請將被作廢，個案將轉交執法部門跟進。

3. 季租泊車服務的分配

如申請購買季租泊車服務的數目比車輛類別的季租泊車服務配額為少，將無須抽籤，申請人將會自動獲得購買該車輛類別季租泊車服務的權利，申請人須於2026年12月10至14日期間，前往雙鳳街停車場繳費處以現金、支票或使用電子繳費或透過指定的網頁和使用指定的電子繳付方式購買季租泊車服務。如申請人沒有在指定期間購買季租泊車服務，將被視作自動放棄購買季租泊車服務。

如申請購買季租泊車服務的數目比車輛類別的季租泊車服務配額為多，該車輛類別的季租泊車服務將會以抽籤方式分配予申請人，並會以抽籤方式抽出候補申請人和決定其獲補購季租泊車服務的先後次序。

4. 抽籤安排及發售季租泊車服務

抽籤會於本說明書「**重要事項**」所列的日期進行，列有抽籤時間和地點的通告會預先張貼在雙鳳街停車場繳費處。如抽籤日期有所改動，有關的通告亦會預先張貼在雙鳳街停車場繳費處。抽籤結束後，成功申請人須於本說明書「**重要事項**」所列的日期內，前往雙鳳街停車場繳費處以現金、支票或使用電子繳費或透過指定的網頁和使用指定的電子繳付方式購買季租泊車服務，其車牌號碼必須與申請時所提交的車牌號碼相同。如申請時所遞交之行車證會於季租泊車服務生效期前失效，該成功申請人必須到雙鳳街停車場繳費處補交有效之行車證及購買季租泊車服務（不設網上繳付方式購買季租泊車服務）。。

如成功申請人沒有在指定期間購買季租泊車服務，將被視作自動放棄購買季租泊車服務，剩餘的季租泊車服務配額將按抽籤次序分配予第一輪候補申請人。剩餘季租泊車服務的配額數量以及第一輪候補申請人的名單會於雙鳳街停車場繳費處、停車場營辦商的網頁及運輸署的網頁公布。成功的第一輪候補申請人須於本說明書「**重要事項**」所列的日期內，前往雙鳳街停車場繳費處以現金、支票或使用電子繳費或透過指定的網頁和使用指定的電子繳付方式購買季租泊車服務。如第一輪候補申請人沒有在指定期間購買季租泊車服務，將被視作自動放棄購買季租泊車服務。

經過分配剩餘的季租泊車服務配額予第一輪候補申請人後，如仍有剩餘季租泊車服務配額，將按抽籤次序分配予第二輪候補申請人。剩餘季租泊車服務的配額數量以及第二輪候補申請人的名單會於雙鳳街停車場繳費處、停車場營辦商的網頁及運輸署的網頁公布。成功的第二輪候補申請人須於本說明書「**重要事項**」所列的日期內，前往雙鳳街停車場繳費處以現金、支票或使用電子繳費或透過指定的網頁和使用指定的電子繳付方式購買季租泊車服務。如第二輪候補申請人沒有在指定期間購買季租泊車服務，將被視作自動放棄購買季租泊車服務。

如季租泊車服務的剩餘配額於分配予第二輪候補申請人後，如仍有剩餘配額，而候補名單上仍有申請人，雙鳳街停車場職員將按抽籤次序通知候補名單上的申請人購買剩餘的季租泊車服務配額。該合資格的申請人須前往雙鳳街停車場繳費處以現金、支票或使用電子繳費購買季租泊車服務（此輪不設網上繳付方式購買季租泊車服務）。如候補名單內已沒有其他候補申請人，剩餘配額會在雙鳳街停車場繳費處以先到先得形式公開發售。

所有成功申請人／候補申請人，如經停車場繳費處提交申請，須在購買季租泊車服務時出示申請確認回條。如經指定網頁提交申請，則須出示由系統發出的確認電郵。如申請人未能親身購買季租泊車服務，可授權他人代為購買，該被授權人士在購季租泊車服務時，須出示發給申請人的申請確認回條正本或確認電郵列印本，以便核對其可購買季租泊車服務時的身份。

停車場營辦商不會承擔因下述情況而導致延遲或未能確認、批核或授權網上或電子付款所引起的任何法律責任或責任。該等情況是指涉及處理或完成網上或電子付款交易的有關系統、網絡、設備或裝置的硬件或軟件出現任何故障、失靈、機能失常或任何其他失誤的各種情況。

5. 季租泊車服務的使用

使用季租泊車服務的私家車 /客貨車或的士客戶，其車輛的車頭須展示已在雙鳳街停車場登記的車牌號碼的字牌作為有效之憑證，以用於啟動免觸式泊車系統進出雙鳳街停車場。至於使用季租泊車服務的電單車客戶，將會獲發一張智能咭作為有效之憑證，客戶須使用該智能咭進/出雙鳳街停車場。而使用指定的網頁和使用指定的電子繳付方式購買季租泊車服務的電單車客戶可在進/出雙鳳街停車場之前到雙鳳街停車場繳費處，出示由系統自動發送到由申請人提供的電郵地址的付款收據領取一張智能咭作為有效之憑證和使用該智能咭進/出雙鳳街停車場。

季租泊車服務只供在申請表上填報的車輛使用，不得私下轉讓。客戶如需要永久轉換登記使用季租泊車服務之車輛，或因維修車輛而需要使用暫替車輛，需向雙鳳街停車場提出申請，詳情請參閱本說明書「**重要事項**」有關永久轉換車牌號碼及使用暫替車輛之安排。

如客戶以其他未有登記之車輛使用雙鳳街停車場的季租泊車服務，或客戶以不誠實的方法令多於一架車輛使用雙鳳街停車場的季租泊車服務，該季租泊車服務會被註銷，而客戶不會獲退款或補償。雙鳳街停車場並會保留權利向相關客戶及/或涉事者採取進一步行動，包括但不限於向執法機關舉報。

客戶使用季租泊車服務時，必須同時遵守張貼於雙鳳街停車場內的《季租客戶須知》與《停車場泊車及使用條款》，以及其他由運輸署不時公布的通告和條款。

6. 防止賄賂

任何人士向任何政府人員或停車場營辦商職員提供利益（按照香港法例第201章《防止賄賂條例》中對利益的定義），以試圖影響本申請的結果，即屬觸犯《防止賄賂條例》，會導致申請無效。案件會轉介廉政公署跟進，已售出的季租泊車服務會被註銷，該人士亦需承擔因有關違法行為而致令政府蒙受的所有損失及費用。如遇任何人因本申請向你索取利益，應向廉政公署舉報（電話：2526-6366）。

2026年11月18日

季 租 客 戶 須 知

有關購買及使用季租泊車服務之規定

1. 購買季租泊車服務

- 季租泊車服務申請表於指定的期間在本停車場之繳費處派發，申請人須填妥並於指定的期間提交季租泊車服務申請表。申請人亦可經指定網頁以電子方式提交季租泊車服務申請。如申請購買季租泊車服務的數目比車輛類別的季租泊車服務配額為多，該車輛類別的季租泊車服務將會以抽籤的方式分配予申請人。詳情請參閱張貼於本停車場繳費處的告示及 "申請季租泊車服務說明書" 。
- 合資格購買季租泊車服務的客戶須確保其車輛已申領有效的車輛牌照 (即「行車證」) 及車輛登記文件 (即「牌簿」)，方可購買及使用本停車場之季租泊車服務。
- 合資格購買季租泊車服務的客戶：

- 可前往本停車場之繳費處出示有效的車輛牌照 (即「行車證」)副本和申請確認回條/電郵辦理購買季租泊車服務和為其車輛進行登記；或
- 透過指定的網頁和使用指定的電子繳付方式辦理購買季租泊車服務及為其車輛進行登記。

然後，其已登記的車輛方可獲得有效憑證以批准使用本停車場的季租泊車服務，並透過指定的方式進/出本停車場。

- 支票付款須以 "一車一票" 方式繳付，抬頭請填寫 "敏記停車場管理有限公司" 或 "Mack & Co. Carpark Management Limited " 。
- 停車場營辦商 (即「敏記停車場管理有限公司」) 不會承擔因下述情況而導致延遲或未能確認、批核或授權網上或電子付款所引起的任何法律責任或責任。該等情況是指涉及處理或完成網上或電子付款交易的有關系統、網絡、設備或裝置的硬件或軟件出現任何故障、失靈、機能失常或任何其他失誤的各種情況。

2. 使用季租泊車服務

- 使用季租泊車服務的私家車/客貨車或的士客戶，其車輛的車頭須展示已在本停車場登記的車牌號碼的字牌作為有效之憑證，以用於啟動免觸式泊車系統進/出本停車場。至於使用季租泊車服務的電單車客戶，將會獲發一張智能咭作為有效之憑證，客戶須使用該智能咭進/出本停車場。
- 如果使用季租泊車服務的電單車客戶將其電單車駛入/駛出本停車場時，因 (i)未能出示智能咭；或 (ii)在駛入本停車場時錯誤按取時租票而要求停車場職員人手起閘放行，客戶須於本停車場之繳費處辦理起閘手續，並須繳付手續費用，金額相等於本停車場之入口及繳費處所展示的一天電單車日泊泊車費用。
- 任何季租泊車服務只可於該泊車季度生效後按餘下整個月份計算退款數額，所有退款均須另扣減港幣壹佰元之手續費用。
- 客戶使用季租泊車服務時，必須遵守本 "季租客戶須知" 及於本停車場入口展示之 "泊車及使用條款" 。
- 在泊車季度完結時，如果客戶未獲分配並購買下一季度的泊車服務，仍可在本停車場泊車。本停車場會在下一季度開始時，按其車輛種類，向客人收取私家車/客貨車時租泊車費用(的士及非電單車亦適用) 或電單車日間/夜間泊車費用。

3. 季租泊車服務之有效期限

- 季租泊車服務之有效期限為每個指定季度首日之零時零分起，至每個指定季度最後一日之晚上十一時五十九分為止。

4. 轉換車牌號碼

- 若客戶需要轉換登記使用季租泊車服務之車輛，必須於該季度生效後於本停車場之繳費處辦理永久轉換車牌號碼的申請手續。客戶在申請轉換車牌號碼之前如有任何相關車輛 (包括原有車輛及永久轉換車牌後使用的車輛) 停泊於停車場內，需先將所有相關車輛駛離停車場，否則其申請將不獲處理。客戶須於辦理手續時，提交新車之有效車輛牌照 (即「行車證」) 副本，並出示原有及新車之有效車輛登記文件 (即「牌簿」) 副本，兩份文件的登記車主必須同屬一人/公司。若所屬的車輛為電單車，客戶亦須同時交回原有的智能咭。此項永久轉換車牌號碼的申請手續費用為港幣伍拾元。每一個泊車季度內只可申請轉換車牌號碼一次。
- 客戶若因維修車輛之緣故，需要最多連續五日使用暫替車輛，客戶必須於該季度生效後於本停車場之繳費處辦理短暫轉換車牌號碼的手續。客戶在申請轉換車牌號碼之前如有任何相關車輛 (包括原有車輛及暫替使用的車輛) 停泊於停車場內，需先將所有相關車輛駛離停車場，否則其申請將不獲處理。此項手續費用全免，但相關客戶必須於五日內換回原有季租泊車服務之車輛，否則該暫替車輛須由第六日起，按閘機系統所計算的金額繳付本停車場之入口及繳費處所展示的時租/日間/夜間泊車費用。每一個曆月內只可申請轉換車牌號碼一次。
- 若客戶沒有在本停車場批准之前，以其他未有登記之車輛使用本停車場的季租泊車服務，或客戶以不誠實的方法令多於一架車輛使用本停車場的季租泊車服務，本停車場將會無償終止為該客戶提供季租泊車服務，並會保留權利向相關客戶及/或涉事者採取進一步行動，包括但不限於向執法機關舉報。

5. 遺失智能咭 (適用於電單車)

- 若客戶遺失智能咭，須前往本停車場之繳費處辦理報失及補領手續，並須繳付港幣壹佰伍拾元之不可退還手續費用。
- 智能咭於客戶向本停車場報失後即告失效，客戶不能藉遺失智能咭，向敏記停車場管理有限公司 (下稱 "本公司") 追討任何退款或賠償。

6. 智能咭失效 (適用於電單車)

- 若客戶之智能咭因為自然損耗而失效，可獲免費補發。
- 若智能咭失效是由於人為因素導致，將不獲免費補發。客戶須前往本停車場之繳費處辦理補領手續，並繳付港幣壹佰伍拾元之不可退還手續費用。
- 客戶不能藉智能咭失效，向本公司追討任何退款或賠償。

7. 其他注意事項

- 在本停車場內嚴禁洗車、打蠟或維修車輛。
- 客戶不可放置任何雜物於本停車場內，本公司有權移走任何未經許可而放置於本停車場內之雜物，而不作另行通知。
- 停車場內之消防喉乃為消防用途而設，嚴禁作其他用途。
- 本公司並不保證提供電動車充電站、電動車充電器及/或電動車充電系統予客戶使用。
- 本公司毋須對於一切因 (i)停車場閘機系統、免觸式泊車系統及/或本停車場內外其他設施發生故障或失靈，及/或因 (ii)客戶提供的車牌號碼或資料未有及時更新而導致的任何損失、索償或損壞負責，或就該等損失、索償或損壞作出任何賠償。
- 本公司恕不向客戶提供任何季租泊車服務或車輛出入本停車場的記錄。
- 付款收據恕不補發。
- 鑑於免觸式泊車系統的性質和特點，特別是車輛可以毋須使用智能咭進入及離開停車場的特點，客戶在使用免觸式泊車系統方式進/出本停車場時應該採取適當預防措施，以避免其車輛及/或於其車輛內外的任何貨品、物品、裝置及/或器具有所損失或損壞。客戶須確保其車輛當停放在本停車場時，車上的防盜警報系統處於完全有效的狀態。客戶為保證其車輛安全而提供的所有其他保護措施亦應保持在良好及完全有效狀態。車輛無人看管時，所有車門均應完全鎖上。客戶當離開車輛時，都應拔除所有車匙或智能鑰匙並且不應將它們留在車內無人看管。本公司不會因客戶使用免觸式泊車系統導致車輛及/或財物的任何損失、索償或損壞 (包括車輛盜竊) 負責，或就該等損失、索償或損壞 (包括車輛盜竊) 作出任何賠償。
- 本公司可修訂、補充或刪改本 "季租客戶須知" 、 "泊車及使用條款" 及/或其他條件與細則之任何部份或全部，或制訂新條件及/或細則。當新條件及/或細則於本停車場顯眼地方張貼時，即表示該等新條件及/或細則立即生效，以及對任何使用本停車場及本公司服務之車輛、該等車輛之車主/使用者以及季租客戶均有約束力。

Sheung Fung Street Car Park ("SFSCP")
Guidance Notes for Quarterly Parking Service Application
(January 2027 to March 2027)

★★★★★★★★★ Important Notes ★★★★★★★★★

(1) Dates of Application Submission, Ballot, Ballot Result Announcement and Purchase of Quarterly Parking Service

Distribution / Reception of application form at the shroff of SFSCP [a]	20 November 2026 to 4 December 2026
Acceptance of online application [a]	20 November 2026 to 2 December 2026
Ballot [b]	9 December 2026
Announcement of ballot result [c]	10 December 2026 12:00
Successful applicants can purchase quarterly parking service in person at the shroff of SFSCP [a, c] or through designated website and designated electronic payment methods [d]	10 December 2026 12:00 to 14 December 2026 23:59
Announcement of first round waiting list and eligible applicants to purchase quarterly parking service in person at the shroff of SFSCP [a, c] or through designated website and designated electronic payment methods [d]	15 December 2026 12:00 to 17 December 2026 23:59
Announcement of second round waiting list and eligible applicants to purchase quarterly parking service in person at the shroff of SFSCP [a, c] or through designated website and designated electronic payment methods [d]	18 December 2026 12:00 to 20 December 2026 23:59
If there are still remaining quotas available upon the deadline of the second round waiting list, applicants on the waiting list will be notified according to the order of ballot to purchase the remaining quarterly parking service quotas at Sheung Fung Street Car Park (online payment method for purchasing quarterly parking service is not applicable)	21 December 2026 to 23 December 2026

[a] In case of inclement weather conditions on the original closing date only, the closing date will not be extended.

[b] In case of inclement weather conditions on the date of ballot for the quarterly parking service, please refer to the website of Transport Department of Hong Kong SAR Government ("TD") (https://www.td.gov.hk/en/transport_in_hong_kong/parking/carparks/index.html) for the special arrangements concerned.

[c] The ballot result and the waiting list will be announced at 12:00 noon on the day of announcement of ballot result. Applicants may browse the notice board at SFSCP, the website of the car park contractor (https://www.mackcarpark.com.hk) and the website of TD (https://www.td.gov.hk/tc/transport_in_hong_kong/parking/carparks/index.html).

[d] Quarterly parking service can be purchased through designated website (https://www.tdcarpark.com.hk). Upon completion, the system will automatically send a payment receipt to the email address provided by the applicant.

(2) Request for Refund from Patron of Quarterly Parking Service

Service Effective Period	**Time of Receiving Refund Request and Amount of Refund [e, f]**			
January 2027 to March 2027	On or before 31 December 2026 Refund not entertained	1 to 31 January 2027 Two-thirds of original service charge	1 to 28 February 2027 One-third of original service charge	1 to 31 March 2027 Refund not entertained

[e] If the request for refund is accepted, the original purchaser of the quarterly parking service is required to pay an administrative fee of HK$100. The refund will be deposited to the bank account designated by the patron within sixty (60) days upon receipt of the completed refund application form from the patron.

[f] Any quarterly parking service quota returned on or after 1 January 2027 will not be resold.

(3) Request for Permanent Change of Vehicle Registration Mark ("VRM") and Temporary Deployment of Alternative Vehicle from Patron of Quarterly Parking Service

Service Effective Period: January 2027 to March 2027	
Permanent Change of VRM of Registered Vehicle [g]	▪ Application is not entertained on or before 31 December 2026 ▪ Change of VRM is limited to once in the period between 1 January 2027 and 31 March 2027 ▪ The registered owner of both vehicles must be the same person / company ▪ An administrative fee of HK$50 is charged for each permanent change of VRM
Deployment of Alternative Vehicle during Repair of Registered Vehicle [g]	▪ Application is not entertained on or before 31 December 2026 ▪ Deployment of alternative vehicle is limited to once a calendar month in the period between 1 January 2027 and 31 March 2027 ▪ Patron is only allowed to use alternative vehicle for a maximum of five (5) consecutive days, or else such alternative vehicle will be subject to the Hourly Parking / Day Pass / Night Pass fees from the sixth day and thereafter ▪ No administrative fee for deployment of alternative vehicle

[g] Before submitting the application for change of VRM or deployment of alternative vehicle, patron is required to move all of the vehicles concerned (including the original vehicle registered for the quarterly parking service, the replacement vehicle for the quarterly parking service after permanent change of VRM and the alternative vehicle deployed temporarily) away from SFSCP. Otherwise, the application will not be processed.

Application Guidelines

1. Submission of Application

Application forms are available at the shroff of SFSCP starting from mid-February, mid-May, mid-August and mid-November each year for inviting application. Applicants may also submit online application via designated website. For details, please visit the website of the car park contractor ("Mack & Company Carpark Management Limited") (https://www.mackcarpark.com.hk) and the website of the Transport Department of Hong Kong SAR Government ("TD") (https://www.tdcarpark.com.hk).

2. Requirements for Quarterly Parking Service Application

Applicants must attach or upload a copy of valid vehicle licence for Private Car, Light Goods Vehicle, Motor Cycle or Taxi issued by the TD and provide the expiry date of vehicle licence for submission of quarterly parking service application. If the vehicle licence of applicants does not have the expiry date printed on it, vehicle owners could scan the QR code printed on the vehicle licence to access the Vehicle Licence Online Enquiry Platform to enquire and provide the concerned expiry date information. If applicants apply via designated website, applicants must ensure to enter the correct expiry date of vehicle licence.

Any application which contains incomplete data or wrong data will not be processed. Any request for advance submission or late submission will not be entertained. If an applicant cannot submit online application successfully via designated website between 20 November 2026 and 2 December 2026, he / she may submit application in person at the shroff of SFSCP between 20 November 2026 and 4 December 2026.

An applicant is allowed to submit one application for each vehicle only, be it made in person at the shroff of SFSCP or through online. Repeated applications for the same vehicle will not be accepted and will be disqualified.

At the time of submitting application to the shroff of SFSCP, an acknowledgement slip in respect of the application will be issued to the applicant. For online application, a system-generated acknowledgement email will be sent to the applicant. After closure of submission, a quarterly parking service application list will be posted outside the shroff of SFSCP before the date of ballot for reference of all applicants. Applicants shall properly keep the slip / email properly for verification and purchase of the quarterly parking service in accordance with the ballot result.

If the registered owner of the vehicle or the applicant is a person with physical disability, he / she may purchase the quarterly parking service without going through the ballot. Upon submission of application, the applicant has to attach or upload a copy of the Disabled Person's Parking Permit or the letter of approval issued by the TD for verification.

All information provided by the applicant must be correct. If the applicant submits any false document or information, his / her application will be disqualified and the case will be referred to Law enforcement authorities.

3. Allocation of Quarterly Parking Service

In case the number of applications is less than the quotas set for the quarterly parking service of a particular vehicle type, ballot will not be required. The respective applicants will be entitled to purchase the quarterly parking service automatically. These applicants shall purchase the quarterly parking service in cash, by cheque or by electronic payment means in person at the shroff of SFSCP or through designated website and designated electronic payment methods between 10 December 2026 and 14 December 2026. Any applicant who fails to purchase the quarterly parking service during the specified period will be regarded as giving up his / her right.

In case the number of applications is more than the quotas set for the quarterly parking service of a particular vehicle type, allocation of the quarterly parking service to the applicants will be determined by ballot. The waiting list applicants and their priority of quarterly parking service purchase will also be determined by ballot.

4. Ballot and Sale of Quarterly Parking Service

The ballot will be held on the date specified in the "**Important Notes**" of this Guidance Notes. A notice which shows the schedule and venue of the ballot will be posted at the shroff of SFSCP in advance. In case there is a change in the date of ballot, a notice will also be posted at the shroff of SFSCP in advance. After the ballot, all successful applicants shall purchase the quarterly parking service in cash, by cheque or by electronic payment means in person at the shroff of SFSCP or through designated website and designated electronic payment methods within the period specified in the "**Important Notes**" of this Guidance Notes, where the vehicle registration mark must be identical to that submitted during the application. If the valid vehicle licence submitted during the application will expire before the effective date of the quarterly parking service, successful applicants must go to the shroff of SFSCP to resubmit a valid vehicle licence and purchase quarterly parking service (online payment method for purchasing quarterly parking service is not applicable).

Any successful applicant who fails to purchase the quarterly parking service during the specified period will be regarded as giving up his / her right. The remaining quotas of quarterly parking service will be allocated to other applicants on the first-round waiting list according to the priority determined by the ballot. The number of remaining quotas of quarterly parking service and the applicants on the first-round waiting list will be displayed at the shroff of SFSCP. Such information will also be uploaded to the website of the car park contractor and the website of TD. The successful applicants on the first-round waiting list shall purchase the quarterly parking service in cash, by cheque or by electronic payment means in person at the shroff of SFSCP or through designated website and designated electronic payment methods within the period specified in the "**Important Notes**" of this Guidance Notes. Any successful applicant on the first-round waiting list who fails to purchase the quarterly parking service during the specified period will be regarded as giving up his / her right.

After allocation of the remaining quotas of quarterly parking service to eligible applicants on the first-round waiting list, the remaining quotas, if any, will be allocated to other applicants on the second-round waiting list according to the priority determined by the ballot. The number of remaining quotas of quarterly parking service and the applicants on the second-round waiting list will be displayed at the shroff of SFSCP. Such information will also be uploaded to the website of the car park contractor and the website of TD. The successful applicants on the second-round waiting list shall purchase the quarterly parking service in cash, by cheque or by electronic payment means in person at the shroff of SFSCP or through designated website and designated electronic payment methods within the period specified in the "**Important Notes**" of this Guidance Notes. Any successful applicant on the second-round waiting list who fails to purchase the quarterly parking service during the specified period will be regarded as giving up his / her right.

After allocation of the remaining quotas of quarterly parking service to eligible applicants on the second-round waiting list, if there are still remaining quotas and eligible applicants on the waiting list, the staff of SFSCP will notify the applicants according to the priority determined by the ballot for them to purchase the remaining quotas of quarterly parking service. The eligible applicant must purchase the quarterly parking service in cash, by cheque or by electronic payment means at the shroff of SFSCP (online payment method for purchasing quarterly parking service is not applicable for this round). If the waiting list is fully consumed, the remaining quotas will be open for sale at the shroff of SFSCP on a first-come-first-served basis.

At the time of quarterly parking service purchase, all successful applicants / waiting list applicants are required to present the acknowledgement slip (for those who submit the application in person at the shroff) or the system-generated acknowledgement email (for those who submit the application via designated website). Any applicant who is not able to purchase the quarterly parking service in person may authorise a representative to purchase the service for him / her. The authorised person must present the original of the acknowledgement slip or the printout of the acknowledgement email upon purchase of the quarterly parking service for identification purpose.

The car park operator shall not accept any liability or responsibility for any delay or failure in confirmation, approval or authorisation of online or electronic payment due to any break down, non-function, mal-function or any other fault of the hardware or software of the system, network, equipment or device involved in connection with the processing or effecting of the online or electronic payment.

5. Use of Quarterly Parking Service

For the patron who uses the quarterly parking service for private car / van or taxi, the front of his / her vehicle is required to display the number plate, which the vehicle registration mark has been registered at SFSCP, as a valid identity of activating the contactless parking system to enter / exit SFSCP. As for the patron who uses the quarterly parking service for motorcycle, a smart card will be issued to him / her as a valid identity to enter / exit SFSCP. If motorcycle patrons who use the designated website and use the designated electronic payment method to purchase quarterly parking service, they can go to the shroff of SFSCP before entering/exiting the SFSCP to collect a smart card by presenting a system generated receipt being sent to the email address provided by the applicant and use the smart card as valid identity for permission to use the quarterly parking service of this car park and enter/exit this car park.

The quarterly parking service is non-transferable and solely for use by the vehicle specified in the application form. In case the patron requests for permanent change to the vehicle registration mark of the vehicle using the quarterly parking service, or requests for temporary deployment of an alternative vehicle when the registered vehicle is under repair, patron has to make an application at SFSCP. For details, please refer to the "**Important Notes**" of this Guidance Notes regarding the permanent change of vehicle registration mark and temporary deployment of alternative vehicle.

The quarterly parking service will be suspended without any refund or compensation if such patron is found using the quarterly parking service of SFSCP by other unregistered vehicle; or such patron is found using the quarterly parking service of SFSCP by more than one vehicle in a dishonest way. SFSCP also reserves the right to take further action against the patron and / or the persons involved, including but not limited to reporting the case to the law-enforcement agencies.

Patron of the quarterly parking service is subject to the terms and conditions listed out in "Notice to Patrons of Quarterly Parking" and the "Conditions of Parking and Use" displayed in SFSCP, as well as other notices and conditions announced by the TD from time to time.

6. Prevention of Bribery

Any attempt to offer advantage (as defined in the Prevention of Bribery Ordinance ("POBO") (Chapter 201 of the Laws of Hong Kong)) to any Government officer or staff of the car park contractor with a view to influencing the outcome of this application constitutes an offence under the POBO and renders the application invalid. The case will be reported to the Independent Commission Against Corruption ("ICAC"). The quarterly parking service being sold will be suspended and the person will be liable for all losses and expenses incurred by the Government as a result of the offence. You should report to the ICAC (Telephone No.: 2526-6366) if any person solicits an advantage from you in relation to this application.

18 November 2026

NOTICE TO PATRONS OF QUARTERLY PARKING
FOR PURCHASE AND USE OF QUARTERLY PARKING SERVICE

1. PURCHASE OF QUARTERLY PARKING SERVICE

- Application forms for quarterly parking service are available at the shroff of this car park during the designated period. Applicant shall complete and submit quarterly parking service application within the designated period. Applicant may also submit online application via designated website. In case the number of application is more than the quota set for the quarterly parking service of a particular vehicle type, allocation of quarterly parking service to applicant will be determined by ballot. Please refer to the notice at the shroff of this car park and the "Guidance Notes for Quarterly Parking Service Application".
- Patron who is eligible to purchase quarterly parking service wishes to purchase and use the quarterly parking service of this car park shall ensure that his/her vehicle has been applied and issued with valid vehicle licence and vehicle registration document.
- Patron who is eligible to purchase quarterly parking service please :
  - present the photocopy of valid vehicle licence and the acknowledgement slip/email at the shroff of this car park for vetting and to complete payment and registration for his/her vehicle at the shroff of this car park. or
  - through designated website and designated electronic payment methods to complete payment and registration for his/her vehicle.
    Then, his/her vehicle being registered will be issued with a valid identity for permission to use the quarterly parking service of this car park and enter/exit this car park by designated means.
- Patron who wishes to pay for quarterly parking service by cheque should make cheque payable to "Mack & Co. Carpark Management Limited" on a "one vehicle-one cheque" basis.
- The Car Park Operator (Mack & Co. Carpark Management Limited) shall not accept any liability or responsibility for any delay or failure in confirmation, approval or authorisation of online or electronic payment due to any break down, non-function, mal-function or any other fault of the hardware or software of the system, network, equipment or device involved in connection with the processing or effecting of the online or electronic payment.

2. USE OF QUARTERLY PARKING SERVICE

- For the patron who uses quarterly parking service for private car/van or taxi, the front of his/her vehicle is required to display the number plate, which the vehicle registration mark has been registered at this car park, as a valid identity of activating the contactless parking system to enter/exit this car park. As for the patron who uses quarterly parking service for motorcycle, a smart card will be issued to him/her as a valid identity to enter/exit this car park.
- If a patron of motorcycle who uses the quarterly parking service but (i) he/she fails to present the smart card to enter/exit this car park or (ii) presses the hourly parking ticket by mistake upon entry to this car park with his/her motorcycle and requests car park staff to raise the barrier gate, patron is required to apply at the shroff of this carpark and one-day Motorcycle Day Park Fee shown at the shroff and entrance of this car park will be charged as a handling fee.
- Any quarterly parking service after the parking quarter becomes effective can be refunded for the remaining number of whole month(s) and all refund is subject to a handling fee of HK$100.
- Patron who uses the quarterly parking service is subject to terms and conditions listed out in this "Notice to Patrons of Quarterly Parking" and the "Conditions of Parking and Use" displayed at the entrance of this car park.
- At the end of a parking quarter, if a patron is not allocated and purchased with the parking service of the next quarter, he/she can still park his/her vehicle in this car park. Upon commencement of the next quarter, this car park will charge the patron with the Hourly Parking fees for private car/van (also applicable to taxi and non-motorcycle) or the Day Pass/Night Pass fees for motorcycle according to the type of patron's vehicle.

3. VALIDITY OF QUARTERLY PARKING SERVICE

- Quarterly parking service is valid from 00:00hr on the first day of each designated quarter to 23:59hr on the last day of each designated quarter.

4. CHANGE OF VEHICLE REGISTRATION MARK

- In case the registered vehicle of the quarterly parking service has to be changed, patron is required to visit the shroff of this car park and apply for a permanent change of vehicle registration mark after the parking quarter becomes effective. Before submitting the application for change of vehicle registration mark, patron is required to move all of the vehicles concerned (including the original vehicle registered for the quarterly parking service and the replacement vehicle for the quarterly parking service after permanent change of vehicle registration mark) away from this carpark (if any). Otherwise, the application will not be processed. He/She shall submit a copy of valid vehicle licence of the replacement vehicle, and present a copy of the valid vehicle registration documents of both the existing and the replacement vehicles. **The vehicle registered owner must be the same person/company as shown on both documents.** If the registered vehicle is motorcycle, patron is also required to return the existing smart card. A handling fee of HK$50 is applicable for this permanent change of vehicle registration mark. Change of vehicle registration mark is limited to one time a parking quarter.
- In the event that the registered vehicle is under repair and an alternative vehicle is deployed temporarily for a maximum of five consecutive days, patron is required to visit the shroff of this car park and apply for a short-term change of vehicle registration mark after the parking quarter becomes effective. Before submitting the application for change of vehicle registration mark, patron is required to move all of the vehicles concerned (including the original vehicle registered for the quarterly parking service and the alternative vehicle deployed temporarily) away from this carpark (if any). Otherwise, the application will not be processed. No handling fee will be charged on the condition that the patron concerned has to resume using the original vehicle registered for the quarterly parking service, or else such alternative vehicle will be subject to the Hourly Parking/Day Pass/Night Pass fees shown at the shroff and entrance of this car park being calculated by the car park access control system from the sixth day and thereafter. Change of vehicle registration mark is limited to once a calendar month.
- This car park will suspend the quarterly parking service of a patron without compensation if such patron is found using the quarterly parking service of this car park by other unregistered vehicle without the prior approval of this car park; or such patron is found using the quarterly parking service of this car park by more than one vehicle in a dishonest way. This car park also reserves the right to take further action against the patron and/or the persons involved, including but not limited to reporting the case to the law-enforcement agencies.

5. LOSS OF SMART CARD (APPLICABLE TO MOTORCYCLE)

- In case the smart card is lost, patron is required to report loss and replace another smart card at the shroff of this car park. A non-refundable handling fee of HK$150 for replacement will be charged.
- Once reported loss, the smart card is no longer valid. Patron shall have no refund or recourse whatsoever against Mack & Co. Carpark Management Limited (hereinafter referred to as "the Company") for the loss of smart card.

6. INVALID SMART CARD (APPLICABLE TO MOTORCYCLE)

- If a smart card is invalid because of natural wear and tear, it will be replaced free of charge.
- In case the smart card is damaged by human factor, patron is required to replace for another smart card at the shroff of this car park. A non-refundable handling fee of HK$150 for replacement will be charged.
- Patron shall have no refund or recourse whatsoever against the Company for the invalidation of smart card.

7. OTHER ISSUES

- Car washing, polishing and repairing are strictly prohibited in any part of this car park.
- Patrons should not leave any items in this car park. The Company reserves the right to remove any unauthorized items from this car park without prior notice.
- Use of fire hose is strictly prohibited except for the purpose of fire fighting.
- The Company does not guarantee the provision of Electric Vehicle Charging Stations, Electric Vehicle Chargers and/or Electric Vehicle Charging System for patron.
- The Company will not be liable for compensation in respect of any loss, claim or damage arising from (i) the malfunction or failure of the car park access control system, contactless parking system and/or other facilities inside and outside this car park; and/or (ii) delay on updating the vehicle registration mark or information provided by the patron.
- The Company will not provide any record on quarterly parking service or vehicle entry/exit to patron.
- Payment receipt will not be re-issued.
- In view of the nature and specific features of the contactless parking system, in particular the feature of vehicle entry to and exit from car parks without the need of smart card, patron who enters/exits this car park by using the contactless parking system shall take proper safety precautions against loss of and/or damage to his/her vehicle and/or any goods, articles, fixtures and/or appliances inside and outside his/her vehicle. Patron should ensure that an effective anti-theft alarm system is in full operation at all times whilst his/her vehicle remains in this car park. All other protections provided by patron for the safety of his/her vehicle shall be maintained in good order and in full operation. All vehicle doors should be completely locked when the vehicle is left unattended. When patron leaves his/her vehicle, all vehicle keys or smart keys should be removed and they must not be left unattended in vehicle. The Company will not be liable for compensation in respect of any loss of or damage to any vehicle or property (including theft of vehicle) resulting from the use of contactless parking system by the patron.
- The Company may vary this "Notice to Patrons of Quarterly Parking", the "Conditions of Parking and Use" and/or other terms and conditions by altering, adding or deleting any or all of them; or may make new terms and/or conditions. Upon posting of such new terms and conditions in a conspicuous place in this car park, the new terms and/or conditions shall be effective and binding on the vehicles, owners/users of such vehicles and patrons of quarterly parking that are served by this car park and the Company.