



HANG YICK 物業管理有限公司
Properties Management Limited

恒基兆業地產集團成員公司 A Member of Henderson Land Group

物業管理公司牌照 (C-310394)

We are committed to providing you with the best services. Your suggestions and comments are always welcome that we can continuously improve our services. All suggestions will be handled within 3 working days. All suggestions and contact particulars will be treated as strictly confidential.

管 理 服 務 意 見 表
MANAGEMENT SERVICE SUGGESTION FORM

我們誠意為業戶提供最佳服務，歡迎業戶提供寶貴意見使我們不斷改進。我們承諾所有意見會在三個工作天內處理。

一切內容及聯絡資料將絕對保密。

本人/戶對貴苑廈之服務有以下意見 I/We have the following suggestion(s) to your services provided:

如有需要，請加附頁。
Please provide separate sheet if require.

聯絡資料 *(可選擇填寫) Contact Particulars *(Optional):

姓名 Name : _____ 聯絡電話號碼 Contact Telephone No. : _____ 電郵 email : _____ 日期 Date : _____

聯絡地址 Correspondence Address : _____ 苑廈名稱 Building _____ 座Block _____ 樓Floor _____ 室Flat _____

填妥之表格，請交回管業處或投入大堂之意見箱內或傳真致總寫字樓2543 2161或電郵致 hangyick@hy.com.hk。多謝台端提供寶貴意見，我們竭誠為台端提供優質的服務及迎合業戶之需求。

Please complete and return this form to the Estate Management Office or drop it into the Suggestion Box or transmit it to the Headquarters via fax No.2543 2161 or email to hangyick@hy.com.hk. Thank you very much for your kind suggestions. We endeavour to provide you with our quality services and to meet your requirement as well.

NOTES ABOUT YOUR PERSONAL DATA

- The personal data provided in this form will be used for the following purposes:
 - ▶ to carry out activities relating to the processing of your application;
 - ▶ to facilitate communication between you and us.You confirm that you voluntarily give us the information in this form. If you do not provide sufficient information, we may not be able to process your application or provide the requested service.
- You agree that your personal data as stated in this form may be disclosed to the Owners' Corporation (if any) and any person for the purposes mentioned in paragraph 1 above. You have a right to request us in writing to delete your personal data kept by us at any time.
- For any enquiries relating to the collection, use and keeping of personal data, please contact the estate management office.

關於你個人資料的說明:

- 本表格載列的個人資料會作下列用途:
 - ▶ 讓本處辦理有關事務。
 - ▶ 方便本處與你聯絡。你須自行決定是否提供本表格所要求的個人資料。假如你未能提供足夠資料，我們可能無法處理你的申請或所需服務。
- 本處可能會向本苑業主立案法團〈如有的話〉及其他人士披露你在本表格所填報的個人資料，以作上文第1段所列的用途。你可以隨時致函本處要求刪除你的個人資料
- 查詢有關透過本表格收集個人資料的使用及保存，請與管業處聯絡。