



Application for the *Renewal / Replacement of Library Ticket

Notes for Applicants :

1. This application form should be completed and returned, together with a recent photograph (2.5cmx3cm) to the IGDS Administration Unit, Room EF611, The Hong Kong Polytechnic University, Hung Hom, Kowloon.
2. Enclose a cheque of HK\$200 payable to “The Hong Kong Polytechnic University” as administrative charges for any loss and replacement of library tickets.
3. Library ticket should be returned to the IGDS Administration Unit whenever student has completed or been de-registered from one’s course of study.
4. In event of the loss of library ticket, ticket holder should complete the following “Declaration for the Loss of Library Ticket” as a formal notice to us. The holder is absolutely liable for all loans, losses, charges and damages arising from one’s lost library ticket until two working days’ notice has been given to us to take all necessary actions for cancellation of the library ticket.

Personal Particulars

Name on Passport/HKID Card No. : (in BLOCK LETTERS, Surname first) *Mr./Mrs./Ms./Miss		
*Passport /HKID Card No. :	Course Title :	Year of Registration :
Correspondence Address :		Telephone No. Office : Home : Pager : Mobile Phone :
Company Name & Address		Fax No. :

*Please delete if inappropriate

I declare that the information given in this application is correct and complete to the best of my knowledge. I fully understand and agree to obey the above notes and Library regulations.

Signature of Applicant : _____

Date : _____

To : _____, Pao Yue-kong Library

From : _____, The IGDS Administration Unit

Date : _____

Declaration of the Loss of Library Ticket

I, _____ (in Block LETTERS), HKID holder of _____, declare that my library ticket has been lost on _____. I am liable for all loans, losses, charges and damages arising from my lost library ticket until two working days' notice has been given to the IGDS Administration Unit to take all necessary actions for cancellation of my lost library ticket. I understand that if I intend to give any false information or withhold any material information, I shall render myself liable to any responsibilities and de-registration from the course.

Signature : _____

Date : _____

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For Office Use :

Record	Updated on	Signature of Responsible Staff
HK Dbase System		
HK Personal File		
PolyU Library		
PolyU Library Dbase System		