

CCT Tenant Restricted Area Escorted Visitor Permit Application Form

SECTION 1: SPONSORING ORGANIZATION AND AUTHORIZED SIGNATORY			
Notes: The sponsoring organization named below, request that the person(s) named below be issued with an Escorted Permit valid for the period applied for herein. We are fully aware of the escorting requirements as stipulated in the Part 7 (CCT Tenant Restricted Area Permit System) (which are also reproduced in the Escorting Requirements section of this application form) and shall ensure that both the Tenant Restricted Area Permit ("Permit") holder holding the escort authority ("Escorter") and those issued with Escorted Permit(s) are also aware of such requirements. To comply with the legal requirements on data privacy for the purpose of the following application(s) of Escorted Permit, we agree and confirm that we shall comply with all relevant requirements of the Personal Data (Privacy) Ordinance including the requirements stated on Section 6 of this application form.			
Name of Sponsoring Organization 保薦 / 所屬機構名稱:		Authorized Signature 授權簽署:	
Name of Authorized Signatory 授權簽署代表姓名:			
Contact Person (If different from above) 聯絡人 (如有別上述者):	Tel. No. 電話號碼:	Date of Application 申請日期:	
Name of Escorter 引領人姓名:	Permit No. 通行證編號:	Endorsement of Escorter 引領人簽名:	

SECTION 2 : APPLICANT'S INFORMATION (Please type or write in BLOCK CAPITALS)			
Notes 備註: Surname first, full name in Traditional Chinese or English as stated on Hong Kong Identity Card or Travel Document 先寫姓,需與香港身份證或旅遊文件上所顯示的姓名一樣			
	Name 姓名	Hong Kong Identity Card No.: (*) 香港身份證編號	Company 公司名稱
1.			
2.			
3.			
4.			
5.			

* If you are not a Hong Kong Permanent Identity card holder, you shall produce your valid Travel Document with valid Visa from Hong Kong Immigration Department and filled in the followings:

* 如非香港身份證持有人,需出示有效旅遊文件和填寫以下部分:

Declaration:

I am the above stated person (Name) _____, the details of my travel document are as below:

Passport Serial Number: _____

Valid Until: _____

Issuing Country: _____

Type of Visa Issued: _____

I understand that according to the visa I obtained from the Hong Kong Immigration Department, I cannot take up any employment, whether paid or unpaid; not establish or join in any business; and shall not become a student at a school, university or other educational institution (Regulation 2(1) of the Immigration Regulations Chapter 115A, Laws of Hong Kong).

Any person who contravenes a condition of stay in force in respect of him/her shall be guilty of an offence and shall be liable on conviction to a maximum fine of HK\$50,000 and to imprisonment for 2 years under section 41 of the Immigration Ordinance (Chapter 115), Laws of Hong Kong.

SECTION 3 : ACCESS REQUIRED

Date of Access Required 需要使用通行證的日期: _____ / _____ / _____ (dd / mm / yy)

Areas of Access Required 需要通行的區域 (Please tick where appropriate 請剔選適用者) :

1. ☐ **Tenant Restricted Area (TRA) and Commercial Restricted Area (CRA)**
租戶禁區及商用禁區
2. ☐ **Commercial Restricted Area (CRA)**
商用禁區

Reasons for access:

SECTION 4 : OFFICIAL USE ONLY

Escorted Visitor Permit No.:	Permit Issuance Date:
Form Receiving Date:	Permit Issuance Time
Approval Signature:	Permit Issued by:
Permit Receiving Time:	Permit Received by:

SECTION 5 : ESCORTING REQUIREMENTS

1. Individuals issued with Escorted Permits are only allowed into Tenant Restricted Area when escorted by the holder of Tenant Restricted Area Permit ("Permit") with escort authority ("Escorter") and the Permit must be valid for the relevant part of the Tenant Restricted Area. The escort requirement is to safeguard against security and safety risks that could otherwise arise.
2. The Escorter may escort a maximum of 5 persons at any one time provided that he/she can maintain continuous supervision of all of the Escortees. Escorting duties may, if required, be transferred to another Permit holder with 'E' endorsement within the same Sponsoring Organization.
3. The maximum escort ratio of 1:5 can be increased, subject to the pre-approval by the Cathay Cargo Terminal (CCT) and provided that the Escortees will remain within a controlled area. When the maximum escort ratio has been increased, transfer of escorting duties is not permitted.
4. The Escorter will be responsible for the actions and safety of the Escortees under his/her escort and keeping them within sight at all times whilst in the Tenant Restricted Area. Therefore, the Escorter must remain with the Escortees at all times.
5. To carry out his/her escort duty, the Escorter who carries out the escort duty must make sure that:
 - The Escortees are kept within authorized areas as indicated in the application form;
 - The Escortees wear and clearly display their Escorted Permits at all times;
 - Escorted Permits is no longer required or have expired must be returned to the Permit Office forthwith; and
 - Escorted Permits are used only by persons for whom they are issued and that no improper use, alteration or defacement of any Escorted Permit is allowed.
6. Failure to comply with the above requirements may result in the suspension/removal of the escort authority from the Escorter or suspension/cancellation of the Permit of the Escorter. Legal action may also be considered by the Police.

SECTION 6 : COMPLIANCE WITH THE PERSONAL DATA (PRIVACY) ORDINANCE

1. The issue of Escorted Permit is subject to the Conditions of Use of Tenant Restricted Area Permit.
2. The Authorized Signatory of the Sponsoring Organization should duly complete Sections 1, 2 and 3.
3. The Sponsoring Organization shall:
 - a) inform the Applicant the purpose of the application;
 - b) explain to the Applicant the reasons for collecting the personal data required in the application form for Escorted Permit;
 - c) verify the identity of each Applicant before making the application;
 - d) ensure that the personal data obtained in respect of each Applicant are true and accurate and allow each Applicant to request for access to and correction of their personal data;
 - e) obtain the express consent of each Applicant such that their personal data can be used and transferred to the CCT and its appointed security agent, for the purpose of applying for Escorted Permit; and
 - f) duly comply with all relevant requirements of the Personal Data (Privacy) Ordinance.
4. Completed application form should be submitted to the CCT Permit Office (G/F Office Building, Cathay Cargo Terminal, 3 Chun Wan Road, Hong Kong International Airport, Hong Kong.) during its office hours or to the Security Control Room (Next to the Permit Office) during non-office hours.
5. Name of Applicant should be the full name as recorded in his/her Hong Kong Identity Card or Travel Document.
6. The Applicant read and understood the "Personal Information Collection Statement (Safety and Security Department)" issued by the CCT (SSD/PICS – REV0 (01 JUL 2022)).