

The Education University of Hong Kong

Estates Office

Ref No : \_\_\_\_\_

(For office use only)

**Notification of Campus Access for Visitors/External Participants**

(Applicable to the Visit/ Activities/ Events Involving External Visitors Only)

**Contact Particulars**

Requesting Unit/Office: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Contact Staff: \_\_\_\_\_ Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Information**

1. Title of Visit/ Activity<sup>1</sup> / Event<sup>1</sup>:  
or Purpose of Visit: \_\_\_\_\_
2. Date: \_\_\_\_\_
3. Time: \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_
4. Venue: \_\_\_\_\_
5. Number of Visitors/  
External Participants: \_\_\_\_\_ (People)

(Please fill in the suitable column below and obtain the corresponding authority's approval)

Nos. of Visitors/External Participants: <b>Less than 3</b>  <i>(return the form with the list<sup>2</sup> at least 3 working days before the activity/event)</i>	Nos. of Visitors/External Participants: <b>3 to 50</b>  <i>(return the form with the list<sup>2</sup> at least 5 working days before the activity/event)</i>	Nos. of Visitors/External Participants: <b>More than 50</b>  <i>(return the form with the list<sup>2</sup> at least 7 working days before the activity/event)</i>
Name of Staff: _____  Signature: _____  Date: _____	Name of HoD/ Dean: _____  Signature: _____  Date: _____	Name of HoD/ Dean: _____  Signature: _____  Date: _____  ***** Vice President/ President (via EO)  Signature: _____  Date: _____

6. Remarks: \_\_\_\_\_

Note <sup>1</sup> the hosting department shall ensure that the invited visitors/external participants will not be engaged in commercial, political, profit-related, promotional and/or personal activity without permission.

Note <sup>2</sup> the completed form together with the name list should be returned to EO via email at [wmeo@eduhk.hk](mailto:wmeo@eduhk.hk).