

**HONG KONG BAPTIST UNIVERSITY**  
**ESTATES OFFICE**

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

**Gate Pass for Moving of University Property**

**Enquiry: 3411 7777**

**Notes :**

1. To ensure the appropriate use of university properties, application for a gate pass is required when moving university equipment, furniture or assets out of the campus.
2. This gate pass form should be submitted in duplicate to the Estates Office at least 1 working day in advance of the moving.
3. Please present this gate pass to the campus security at the campus exit.
4. For large scale moving of University properties for activities, please contact campus security in advance for assistance, where appropriate.

Name of Mover \_\_\_\_\_ Staff / Student Card No. \_\_\_\_\_  
Department / Office \_\_\_\_\_

**University Properties to be Moved Out of Campus:**

	Item(s)	Owner (Dept/Office)	Brand Name	Quantity
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Authorised by \_\_\_\_\_  
Signature \_\_\_\_\_  
Contact Tel. No. \_\_\_\_\_ Departmental/Office Chop \_\_\_\_\_  
Moving Date \_\_\_\_\_ Time \_\_\_\_\_ ☐ am ☐ pm

**Item(s) to be Moved Out via the Following Campus Exit:**

- |    |                                |   |
|----|--------------------------------|---|
| 1. | Ho Sin Hang Campus             | <input type="checkbox"/> Car Park Exit at Waterloo Road   |
|    |                                | <input type="checkbox"/> Exit at Sir Run Run Shaw Building  |
|    |                                | <input type="checkbox"/> Exit at Kam Shing Road   |
| 2. | Shaw Campus                    | <input type="checkbox"/> Car Park A Exit  |
|    |                                | <input type="checkbox"/> Car Park B Exit  |
|    |                                | <input type="checkbox"/> Exit on Level 3 Shaw Tower   |
|    |                                | <input type="checkbox"/> Exit on Level 1 Lam Woo International Conference Centre/ The Wing Lung Bank Building for Business Studies/ David C. Lam Building |
| 3. | Baptist University Road Campus | <input type="checkbox"/> Car Park C Entrance  |
|    |                                | <input type="checkbox"/> Exit on Level 1 Academic and Administration Building   |
|    |                                | <input type="checkbox"/> Exit between Jockey Club School of Chinese Medicine Building and Student Residence Halls   |
|    |                                | <input type="checkbox"/> Exit on G/F Communication and Visual Arts Building   |
|    |                                | <input type="checkbox"/> Car Park Exit of Communication and Visual Arts Building  |
| 4. | Kai Tak Campus                 | <input type="checkbox"/> Exit   |

✓ Tick as appropriate

\_\_\_\_\_  
Estates Office Chop