



## Guidelines for Application for Class B Parking Label

### General Condition

1. Class B label is issued to staff members who are receiving a monthly basic salary equivalent to or above the Civil Service Master Pay Scale Point 27 (updated MPS : <http://www.csb.gov.hk/english/admin/pay/42.html>). Only 30 applicants with the highest score will be issued with labels. Successful applicants are however only allowed to park at the **Composite Building Carpark**.
2. Applicant who fails to attain the first 30 highest score will be put on a waiting list.
3. The highest scoring applicant in the waiting list will be accorded with first priority for parking facility once any of the eligible staff members has given up his/her parking entitlement.
4. The application exercise is conducted on annual basis. Applicants who are successful in obtaining the parking facility for the current year are required to re-submit their applications for the next year.
5. The application will normally be processed between June 1 and July 31 of each year for annual parking facilities between the coming September 1 and August 31 the next year.
6. Application made after July 31 will, according to the date of application and irrespective of the score, be placed at the bottom of the waiting list. Staff members who are on current waiting list are also required to submit their application in next year's exercise.
7. A list of the successful applicants and the waiting list with scores will be displayed at the notice board of Security and Parking Unit for reference. Letters enclosing parking labels will be sent to successful applicants.

### Fees & Administrative Arrangement

8. Class B label is only issued on annual basis and the annual renewal day is on September 1. The annual parking fee is \$2,000 for private car. No reduction of parking fee will be offered to application made part-way through the year.
9. Under no circumstance will the paid parking fee or unrestricted night time parking fee be refunded.
10. \$130 will be charged for replacement of labels due to loss of labels.
11. For staff members who have Portal account, the parking fee should be settled via on-line payment.
12. Please notify the Security and Parking Unit at once upon the change of vehicle particulars. If a new label is issued arising from the change of vehicle particulars (i.e. change of registration number), the old label should be returned to the Security and Parking Unit; or \$130 administrative charge will be levied as replacement charge in accordance with note 18.
13. Parking fee is waived for vehicle issued with a "Disabled Person's Parking Permit" by Commissioner for Transport (please attach a photocopy of the permit).
14. When a staff member no longer requires or is no longer eligible for parking facility, he should return the parking label to the Security and Parking Unit, 3/F Pao Siu Loong Building not later than 3 working days from such day thereof.

## Overnight Parking

15. A monthly aggregated 30-hour grace period for night parking (i.e. between 00:01 a.m. and 06:00 a.m.) is allowed. Any period of night parking exceeding the grace period will be charged with normal hourly parking rate. Staff members can apply for unrestricted night time parking by a fee of HK\$14,000 for each quarter via on-line payment.
16. Notwithstanding that, overnight parking is restricted to Carpark Level 4 ("CP4") to Carpark Level 6 ("CP6") of Composite Building only. Any vehicle which is parked other than at CP4 – CP6 of Composite Building during the night time period will be impounded and the prescribed impounding/storage fee must be accounted for before the vehicle is released.

## Other Conditions

17. Application can be made via HKU Portal or by application form (EF83B) which should be submitted to Security and Parking Unit, 3/F Pao Siu Loong Building, together with the photocopy of the vehicle registration document and an address proof in name of the applicant.
18. Each eligible member of staff will be issued with one parking label. \$130 will be charged for additional label (a maximum of 2) requested.
19. A vehicle shall be parked properly within a marked parking space.
20. Parking label is non-transferable. The parking label must be conspicuously displayed on the windscreen and it will automatically expire once the vehicle licence is expired.
21. The Director of Estates has the absolute discretion to close all or any of the parking spaces without prior notice. Users shall observe the direction given out by the authorized agent of the Director of Estates when such an arrangement is in force.
22. It should be noted that the payment of parking fees does not guarantee a parking space.
23. The personal information you provide to us will only be used for the processing of the car parking facility and for other related car parking services provision purposes. Individuals have the right to request access to and correction of their personal data held by us. Should you wish to access or correct your personal information held by us, please present your enquiry or request by e-mail to [parking@hku.hk](mailto:parking@hku.hk).

Estates Office

(04/2026)

**Calculation of Point for Application for Class B parking Label**

Description	Points
<p><b><u>Service Point</u></b>            For each complete year of service since first appointment up to June 30<sup>th</sup> the current year. Any breaking of service in between will not be counted.</p> <p>(a) 1 to 5 years            (b) 6 to 10 years            (c) 11 to 15 years            (d) over 15 years</p>	<p>5            10            15            20</p>
<p><b><u>Salary Point</u></b> ( <a href="https://www.csb.gov.hk/english/admin/pay/42.html">https://www.csb.gov.hk/english/admin/pay/42.html</a> )</p> <p>At MPS 27 but not exceeding 28            At MPS 28 but not exceeding 29            At MPS 29 but not exceeding 30            At MPS 30 but not exceeding 31            At MPS 31 but not exceeding 32            At MPS 32 but not exceeding 33            At MPS 33 - or above</p>	<p>1            2            3            4            5            6            7</p>
<p><b><u>Family Point</u></b>            For family member(s) working at the University qualified for applying Class B parking and has not and will not apply for parking facility (Please use a blank paper writing your family member's name, staff number, department and grade and attached to his application form).</p>	<p>15</p>
<p><b><u>Home to Office Point</u></b> (Place of abode in accordance with District Council Electoral Boundaries)</p>	
<p>Central &amp; Western</p>	<p>0</p>
<p>Wan Chai</p>	<p>1</p>
<p>Southern</p>	<p>2</p>
<p>Eastern</p>	<p>3</p>
<p>Yau Tsim Mong</p>	<p>4</p>
<p>Shum Shui Po</p>	<p>5</p>
<p>Kowloon City</p>	<p>6</p>
<p>Wong Tai Sin</p>	<p>7</p>
<p>Kwun Tong</p>	<p>8</p>
<p>Sai Kung</p>	<p>9</p>
<p>Kwai Tsing</p>	<p>10</p>
<p>Tsuen Wan</p>	<p>11</p>
<p>Shatin</p>	<p>12</p>
<p>Tai Po</p>	<p>13</p>
<p>North</p>	<p>14</p>
<p>Tuen Mun</p>	<p>15</p>
<p>Yuen Long</p>	<p>16</p>
<p>Islands</p>	<p>17</p>
<p>(A copy of address proof in name of the applicant must be attached to the application form)</p>	