



EXTERNAL / GRADUATE BORROWER'S CARD DEPOSIT REFUND REQUEST

Please read the Library Privacy Policy Statement at the back before filling in the form.

Part 1 TO THE LIBRARY:

I, the undersigned, hereby apply for the refund of Borrower's Card deposit. Enclosed please find the Library Borrower's Card and the deposit receipt.

Patron Name : \_\_\_\_\_ (Eng) HKID No. : \_\_\_\_\_

Mailing Address : \_\_\_\_\_

Bank A/C : \_\_\_\_\_ Contact No. : \_\_\_\_\_

Name of Bank : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Form collected by : \_\_\_\_\_ Signature : \_\_\_\_\_ Form collected date : \_/ \_/ \_

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Part 2 TO THE OFFICE OF THE COMPTROLLER:

This is to certify that the above user has:

- Returned all borrowed items to the Library
Paid all outstanding fines to the Library
Returned the Borrower's Card to the Library (photocopy attached)
Presented the receipt for deposit (attached)

Please arrange for the refund of the following amount to the above named:

Borrower's Card Deposit \$ \_\_\_\_\_
Deduction \$ \_\_\_\_\_
Total Amount Refundable \$ \_\_\_\_\_

Certified and approved by the Circulation Librarian:

Signature : \_\_\_\_\_ Name : \_\_\_\_\_

Date : \_\_\_\_\_

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Part 3 TO \_\_\_\_\_

Your library deposit after netting off the outstanding fines and compensations (if any) amounted to \$ \_\_\_\_\_ is now refunded:

- Via autopay to your bank account on: \_\_\_\_\_
A cheque numbered: \_\_\_\_\_ is enclosed herewith.

For the Comptroller Date