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POLICY STATEMENT/政策声明

All private belongings have to be recorded accordingly.
 所有私人物品必须做相应地记录。

PURPOSE/目的

To ensure that private belonging is properly control and check.
 确保对私人物品的控制和检查。

PROCEDURES/程序

1. Properties belonging to private organization or groups that had been are brought into the hotel and subsequently taken out, shall be governed by the “Delivery and Removal Certificate”. Such properties include:

被带进酒店随后又会被带出去的私人/公司物品，应使用“交付搬移单”。此物品包括：

- a) Items brought into the hotel by exhibitors./由会议布展者带进酒店的物品。
- b) Tools, equipments and materials of contractors./酒店承包商的工具、设备、材料
- c) Musical Instruments./乐器。

2. Delivery and Removal Form shall be issued in duplicate. They must be issued by the Security Officer at the staff entrance.

发放的“交付搬移单”一式两联，是由员工通道处的值班保安员向其发放。

3. One copy is handed to the person bringing the items in and this same copy must be submitted to the Security for checking when the same items are subsequently taken out. The Security Officer or Security Personnel checking the item IN will sign, time and date accordingly in the column provided for CHECKING IN and the Security Officer or Security Personnel checking the items OUT will sign, time and date in the column provided for CHECKING OUT. The original copy will, after checking out the retained by Security for matching with the duplicate copy in the book. Any discrepancy should be immediately investigated.

“交付搬移单”的一联应交给将物品带进酒店的人员，此联在他们将此物品带出酒店时应交给保安员以便他们检查。物品进入酒店时，保安负责人或保安员检查进入的物品并在进入物上写上“登记”及进入的日期和时间；出酒店时检查出的物品并在出酒店的物品上写上“离开”及出酒店的日期和时间。检查离开后，原始的复印件将与副本相匹配并由保安部保存。如果发现两者有任何不同，要立即进行调查。

4. In checking private properties prior to the issue of the Delivery and Removal Certificate, the Security Officer or Security Personnel must ensure that no prohibited goods are included in the items. Prohibited goods are:-

发“交付搬移单”之前，保安负责人或保安员必须确保被进入酒店的物品中没有禁止货物。禁止货物是指：

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- a) Firearms and offensive weapons.
枪炮和攻击性的武器。
- b) Drug and poisons.
毒品和毒药。
- c) Fruits with strong odor, example Durians.
有强烈气味的水果。
- d) Gambling implements.
赌博工具。

DELIVERY AND REMOVAL FORM/交付转移单

Name of Organization:/组织者			
Address: 地址:		Tel. No.: 电话:	
Series 序号	Description/说明	Quantity 数量	Remarks 备注

Delivered by:/发表人

Name:/姓名	IC. No.:身份证号:
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Security Check-in:/保安部登记进入

Name:/姓名	Signature and time & date: 签名日期和时间
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Removed by:/离开准许人:

Name:/姓名	IC. No.:/身份证号:
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Security Check-out:/保安部检查离开

Name:/姓名	Signature and time & date: 签名日期和时间
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