

# 港鐵機場員工優惠乘車計劃 – 網上申請服務

## MTR Airport Staff Discount Travel Scheme - Online Application Services

### 申請資格 Eligibility

- ✈ 適用於合資格機場員工 – 每星期不少於 4 天在香港國際機場工作、報到或值勤
- ✈ 須申請機場員工個人八達通以享用機場員工優惠乘搭機場快綫

### 新申請

### New Application

- ✈ Applicable for Eligible Airport Staff - those who work or report duty at the Hong Kong International Airport for at least 4 days per week
- ✈ Those who need to apply for Airport Staff Personalised Octopus to enjoy Airport Staff discounted fare on the Airport Express

### 開始申請前 Before Application



由公司處理

Handled by the Company

公司授權人提交合資格機場員工之個人資料至公司網上管理平台作身份驗證用途  
Company Authorized Staff to submit personal information of eligible airport staff to the Company Management Portal for authentication

- ✔ 身份證上的英文全名  
English full name as shown on your ID
- ✔ 手提電話號碼  
Mobile number
- ✔ 聯絡電郵地址  
Contact email address

你須於填寫網上申請表時輸入相同資料作認證，請確保你提供予公司的資料正確無誤

You will be required to input the same information to pass the authentication for online application. Please ensure the information you provide to your company is correct

### 新申請 New Application



由員工處理

Handled by the Staff

- 收到附有申請連結的電郵後，點擊連結前往網上申請平台  
Upon receiving the email with application link, click the link to the online application platform



- 輸入個人資料作身份驗證 (必須與公司授權人輸入的相同)  
Input your personal information for authentication (must be the same as that input by the Company Authorized Staff)



- 填寫申請表並於網上繳付港幣\$70 申請費用，提交申請後會收到確認電郵  
Fill in the application form and pay application fee online. You will receive a confirmation email upon submission of application



- 新八達通會郵寄至通訊地址。按照信內指示經八達通 App 完成啟動新卡手續\*  
The new Octopus will be mailed to your correspondence address. Complete card activation via Octopus App according to the instructions on the letter\*



了解更多  
Learn more

\*你亦可親臨機場快綫客務中心辦理啟動新卡手續  
\*You may also visit Airport Express Customer Service Centre in person for card activation

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- ✈ 適用於合資格機場員工 – 每星期不少於 4 天在香港國際機場工作、報到或值勤
- ✈ 已持有有效機場員工個人八達通及須更改所屬機場公司

### 更改僱主

### Change of Employer

- ✈ Applicable for Eligible Airport Staff - those who work or report duty at the Hong Kong International Airport for at least 4 days per week
- ✈ Those who have already held a valid Airport Staff Personalised Octopus and need to change to another airport company

### 開始申請前 Before Application



由公司處理

Handled by the Company

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### 更改僱主 Change of Employer



由員工處理

Handled by the Staff

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Input your personal information for authentication (must be the same as that input by the Company Authorized Staff)



- 填寫並提交申請表  
Fill in and submit the application form



- 提交申請及完成審批後，均會收到確認電郵  
You will receive confirmation emails upon submission and approval of application



了解更多  
Learn more