



馬萬祺羅柏心書院

COLÉGIO MA MAN KEI E LO PAK SAM  
MA MAN KEI AND LO PAK SAM COLLEGE

### **Room Door Opening Procedure**

Resident College student members requesting door opening for any reason will go through the door opening procedure.

The door opening procedure:

1. Resident College student members approach to the security counter and fill out the “RC Application for Door Opening” for door opening;
2. The guard will verify the identity of the Resident College student member before processing door opening;
3. MOP10 will be charged for each request;
4. The student must go together with the guard for door opening.

\*\* Any charge paid for door opening is non-refundable in all circumstances.