APPLICATION FOR ACCESS TO INFORMATION
索取資料申請表格

(This form can be completed either in English or Chinese. Please read the notes below before completion.)

這份表格可用英文或中文填寫，填寫前請細閱表格下面的備註。

Applicant's Particulars 申請人個人資料

Name 姓名	* Mr 先生 Mrs 女士 Miss 小姐	# HK I/D No. 香港身份證號碼	( )
Correspondence Address 通訊地址			
Email Address 電郵地址		Tel. No. 電話號碼	Fax No. 傳真號碼

** Please delete as appropriate*
請刪去不適用者

 # Fill in only if personal information is required
如索取個人資料方需填寫

Information Requested 要求索取的資料

To : Access to Information Officer, Information Services Department
致 : 政府新聞處公開資料主任

Details of information requested (Please be as specific as possible. It will help us understand clearly the information you are seeking. Use a separate sheet if necessary.)
所需資料的詳情 (請盡量具體說明，以便我們清楚知道你需要的是甚麼資料。如有需要請另頁書寫。)

Signature 簽署 _____ *Date* 日期 _____

Notes
備 註

1. A charge reflecting the cost of reproducing the records concerned may be levied. The Department will advise you in advance of any such charge.
本處會按照複印紀錄所需的成本收取費用，並預先告知你所需繳付的費用。

2. You may be asked to provide additional information to help us meet your request. The Department may not be able to process your application if you do not provide sufficient information.
你或需提供更多資料，以協助我們回應你的申請。如你未能提供足夠資料，本處可能無法處理你的申請。

3. The information provided will be used for processing your application for access to information. It may be divulged to other departments/agencies for the same purpose.
你所提供的資料，將用於處理有關你申請索取資料的事宜上。有關資料可能會向其他部門/機構透露，作同樣用途。