APPLICATION FOR ACCESS TO INFORMATION

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

這份表格可用英文或中文編寫，編寫前請翻閱表格下方的備註。

**Applicant’s Particulars 申請人個人資料**

<table>
<thead>
<tr>
<th>Name 姓名</th>
<th>* Mr 先生</th>
<th>Mrs 夫人</th>
<th>Miss 小姐</th>
</tr>
</thead>
<tbody>
<tr>
<td># HK I/D No. 香港身份證號碼</td>
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</tbody>
</table>

**Correspondence Address 通訊地址**

<table>
<thead>
<tr>
<th>Tel. No. 電話號碼</th>
<th>Fax No. 傳真號碼</th>
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* Please delete as appropriate
* # Fill in only if personal information is required

**Information Requested 要求索取的資料**

To : Access to Information Officer
致 : 公開資料主任

(Name of department)
部門名稱

Details of information requested (Please be as specific as possible: it will help us identify clearly what you are looking for. Use a separate sheet if necessary.)

所需資料詳情（請盡量具體說明，以便我們清楚知道你所需要的是甚麼資料，如有需要請另頁書寫。）

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<th>2.</th>
<th>3.</th>
<th>4.</th>
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| A charge reflecting the cost of reproducing the records concerned may be levied. The department will advise you in advance of any such charge.
有關部門會按照翻印記錄所需的成本收取費用，並預先告知你所需繳付的費用。

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.

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.

For correction of or access to personal data contained in this application, please contact the Access to Information Officer of the department concerned.

備註

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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.

4. For correction of or access to personal data contained in this application, please contact the Access to Information Officer of the department concerned.

如需更改或索取載列在本表格的個人資料，請與有關部門的公開資料主任聯絡。