

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 Ms 女士	# HK I/D No. 香港身份證號碼	()
Correspondence Address 通訊地址			
Tel. No. 電話號碼		Email Address 電郵地址	
		Fax No. 傳真號碼	

* Please delete as appropriate
請刪去不適用者

Complete only if the applicant's personal data are required
如索取的資料屬申請人的個人資料方需填寫

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 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

- 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。
- 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，有關部門可能無法處理你的申請。
- 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。
- For correction of or access to personal data contained in this application, please contact the Access to Information Officer of the department concerned (see Note 5 for the contact details).
如欲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（聯絡詳情見備註 5）。
- Please send your request to the Access to Information Officer by mail (Address: Hong Kong Housing Authority Headquarters, 33 Fat Kwong Street, Homantin, Kowloon), by fax (Fax No.: 2711 4111) or by email (Email address: code@housingauthority.gov.hk).
請以郵寄（地址：九龍何文田佛光街 33 號香港房屋委員會總部）、傳真（傳真號碼：2711 4111）或電郵（電郵地址：code@housingauthority.gov.hk）方式把填妥的申請表格送交房屋署公開資料主任。
- To submit documents/applications by mail to Hong Kong Housing Authority/Housing Department (HA/HD), please ensure your mail items bearing sufficient postage with return address to ensure proper delivery. Underpaid mail items will be returned to the sender or disposed of by the Hongkong Post.
以郵寄方式遞交文件／申請，請確保郵件上已貼上足額郵資及註明回郵地址，以確保其能妥善送達香港房屋委員會／房屋署。若郵件郵資不足，香港郵政會把郵件退回寄件人或予以銷毀。