



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				
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

Information Requested 要求索取的資料

To : Access to Information Officer 致 : 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 Commission will advise you in advance of any such charge.
競委會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 Commission 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，競委會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 government 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政府部門/機構透露，作同樣用途。