



APPLICATION FOR ACCESS TO INFORMATION

申请索取资料表格

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

这份表格可用英文或中文填写。填写前请细阅表格下面的备注。

Applicant's Particulars 申请人个人资料

Name 姓名	*Mr 先生 Mrs 夫人 Miss 小姐 Ms 女士	# HK I/D Card/ Passport/Birth Certificate No. 香港身份証/ 护照/ 出生证明书号码	()
Correspondence Address 通讯地址			
		Tel. No. 电话号码	Fax No. 传真号码

* Please delete as appropriate

请删去不适用者

Fill in only if personal information is required

如索取个人资料方需填写

Information Requested 要求索取的资料

To : Compliance and Administration Officer Consumer Council 22/F., K. Wah Centre 191 Java Road North Point, Hong Kong Fax No. : 2856 3611	致 : 香港北角 渣华道 191 号 嘉华国际中心 22 楼 消费者委员会 规管及政务主任 传真号码: 2856 3611
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.) 所需资料详情 (请尽量具体说明, 以便我们清楚知道你需要的是甚么资料。如有需要请另页书写。)	

Signature _____ **Date** _____
簽署 日期

Notes 備註

1. A charge reflecting the cost of reproducing the records concerned may be levied. This Council will advise you in advance of any such charge.
本会会按照翻印纪录所需的成本收取费用, 并预先告知你所需缴付的费用。
2. You may be asked to provide additional information to help us meet your request. This Council may not be able to process your application if you do not provide sufficient information.
你或需提供更多资料, 以协助我们回应你的申请。如你未能提供足够资料, 本会可能无法处理你的申请。
3. The information provided will be used for processing your application for access to information.
你所提供的资料, 将用于处理有关你申请索取资料的事宜上。
4. For access to or correction of personal data contained in this application, please contact Compliance and Administration Officer of the Council.
如欲索取或更改载列在本表格的个人资料, 请与本会的规管及政务主任联络。