



**APPLICATION FOR ACCESS TO INFORMATION**

申請索取資料表格

(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 夫人 Miss 小姐 Ms 女士	# HK I/D Card/ Passport/Birth Certificate No. 香港身份証/護照/ 出生證明書號碼	( )
Correspondence Address 通訊地址			
		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: 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 渣華道 191 號 嘉華國際中心 22 樓 消費者委員會 規管及政務主任 傳真號碼: 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.) 所需資料詳情 (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. This Council will advise you in advance of any such charge.  
本會會按照翻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. This Council 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，本會可能無法處理你的申請。
- The information provided will be used for processing your application for access to information.  
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。
- For access to or correction of personal data contained in this application, please contact Compliance and Administration Officer of the Council.  
如欲索取或更改載列在本表格的個人資料，請與本會的規管及政務主任聯絡。