



Administrative Fees for Provision of Information

This Office will levy the following fees for provision of information in handling a request for information:

	Item		Fee level
1.	Duplicate a copy of a paper record ¹ (based on the size of the original document)	A4 – black and white	HK\$2.0 per page
		A3 – black and white	HK\$3.0 per page
		A4 – colour	HK\$4.0 per page
		A3 – colour	HK\$6.0 per page
2.	Scan a paper record into PDF format ² (for document size of A3 or below)		HK\$6.0 per page
3.	Edit a digital record for redacting any personal data relating to a third party ² (duration of less than one minute will be charged as one minute)	Audio record	HK\$7 per minute of a record
		Video record	HK\$15 per minute of a record
4.	Burning a digital record to CD/DVD		HK\$20 per disc
5.	Postage		Exact postage as charged

Note 1: Photocopying made on both sides of a sheet is counted as two pages.

Note 2: For items (2) and (3), when the requested record is to be provided in a CD/DVD, the fee for item (4) will also be charged.

13 September 2021

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