



香港申诉专员公署
Office of The Ombudsman, Hong Kong

索取资料申请表
Application for Access to Information

(这份表格可用中文或英文填写, 填写前请细阅表格下面的备注。)
(This form can be completed either in English or Chinese. Please read the notes below before filling out the form.)

致: 香港干诺道中 168-200 号信德中心招商局大厦 30 楼
申诉专员公署总行政主任 (传真号码: 2882 8149; 电邮: enquiry@ombudsman.hk)

To: Chief Manager, Office of The Ombudsman
30/F, China Merchants Tower, Shun Tak Centre, 168-200 Connaught Road Central, Hong Kong
(Fax no.: 2882 8149; email: enquiry@ombudsman.hk)

申请人资料 Applicant's Particulars

姓名 Name	*先生 / 女士 * Mr / Ms		
通讯地址 Correspondence Address			
电话号码 Tel. No.		*传真号码 / 电邮 *Fax No. / Email	

*请删去不适用者 Please delete as appropriate

索取的资料 Information Requested

索取的资料详情 (请尽量具体说明, 以便我们清楚知道你所需要的资料。如有需要, 请另纸书写。) 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.)

签署 Signature _____

日期 Date _____

备注 Notes

- 你提出申请索取资料, 代表你已阅读及知悉本署网页所载的「公开资料政策」。
By making an application for access to information, you represent that you have read and acknowledged the **Policy on Access to Information** of this Office available at this Office's website.
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A charge reflecting the cost of reproducing the records concerned may be levied. We will advise you in advance of any such charge. If a charge is payable, information will not be released until the requisite payment has been made.
- 本署或需要你提供更多资料, 以协助我们回应你的要求。如未能提供足够资料, 本署可能无法处理你的申请。
You may be asked to provide additional information to help us meet your request. We may not be able to process your application if you do not provide sufficient information.
- 你所提供的资料, 将用于处理有关你索取资料的事宜上。如欲更改或索取载列于本表格内的个人资料, 请与本署总行政主任联络。
The information provided will be used for processing your application for access to information. For correction of or access to personal data contained in this application, please contact the Chief Manager of this Office.