申诉专员公署
Office of The Ombudsman

查阅公署资料申请表格
Application for Information of The Office

（本表格可用中文或英文填写，填写前请细阅表格下方的备注。除另有注明外，本表格要求的所有资料，必须填写。）
(This form can be completed either in Chinese or English. Please read the notes below before filling out the form. All fields must be filled in, unless otherwise specified.)

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

To: Chief Manager, Office of The Ombudsman
30/F, China Merchants Tower, Shun Tak Centre, 168-200 Connaught Road Central, Hong Kong
(Or email: info@ombudsman.hk)

申请人资料 Applicant's Particulars

称谓 Salutation ☐ 先生 Mr ☐ 女士 Ms	*请在适当的方格内加上「✓」号 Please tick the appropriate box*
姓名 Name in full *（必须与身份证明文件相同）(must be the same as shown on identity document)*	所属机构 Organisation *（如适用）(if applicable)*

通讯方式 Mode of Communication

电邮地址或通讯地址 Email address or correspondence address
联络电话 Telephone no.*（可选填）(optional)*

要求查阅的资料 Information Requested

查阅的资料详情（请尽量具体说明） Details of information requested (please be as specific as possible)

签署 Signature _____ 日期 Date _____

备注 Notes

1. 公署在收到申请后，将根据《申诉专员条例》处理，并会联络你。
   Upon receiving your application, the Office will handle it in accordance with The Ombudsman Ordinance, and will contact you.

2. 公署或需要你提供更多资料，以跟进你的申请。
   We may ask you to provide additional information to follow up your request.

3. 你所提供的资料，将用于处理你的申请。如欲更改或查阅载列于本表格内的个人资料，请与公署总行政主任联络。
   The information provided will be used for processing your application. For correction of or access to personal data contained in this application, please contact the Chief Manager of this Office.

(May 2025)