申訴專員公署
Office of The Ombudsman
查閱公署資料申請表格
Application for Information of The Office

（本表格可用中文或英文填寫，填寫前請細閱表格下方的備註。除另有註明外，本表格要求的所有資料，必須填寫。）
(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： 申訴專員公署總行政主任
香港干諾道中 168-200 號信德中心招商局大廈 30 樓
(或電郵：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)

申請人資料 Applicant's Particulars

稱謂 Salutation ☐ 先生 Mr ☐ 女士 Ms *請在適當的方格內加上「✓」號 Please tick the appropriate box*	
姓名 Name in full *（必須與身份證明文件相同） (must be the same as shown on identity document)*	所屬機構 Organisation *（如適用）(if applicable)*

通訊方式 Mode of Communication

電郵地址或通訊地址 Email address or correspondence address
聯絡電話 Telephone no. *（可選填）(optional)*

要求查閱的資料 Information Requested

查閱的資料詳情（請盡量具體說明） Details of information requested (please be as specific as possible)

簽署 Signature _____ 日期 Date _____

備註 Notes

1. 公署在收到申請後，將根據《申訴專員條例》處理，並會聯絡你。
   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資料，以跟進你的申請。
   We may ask you to provide additional information to follow up your request.

3. 你所提供的資料，將用於處理你的申請。如欲更改或查閱載列於本表格內的個人資料，請與公署總行政主任聯絡。
   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)