

申請索取資料表格
APPLICATION FOR ACCESS TO INFORMATION

(這份表格可用中文或英文填寫，填寫前請細閱表格下面的備註。)
(This form can be completed either in English or Chinese. Please read the notes below before completion)

申請者個人資料 Applicant's Particulars

名稱 (*先生/女士/小姐)
Name (*Mr/Ms/Miss) _____

通訊地址 Correspondence Address

電話 Tel. No. _____ 電郵 Email _____

傳真 Fax No. _____

* 請刪除不適用者 Please delete as appropriate

要求索取的資料 Information Requested

致： 香港鯉魚涌英皇道 1063 號 10 樓
香港藝術發展局公開資料主任
To: Access to Information Officer, Hong Kong Arts Development Council
10/F, 1063 King's Road, Quarry Bay, Hong Kong

要求索取的資料詳情(如資料種類、資料日期或所涉期間。請盡量具體說明，以便我們清楚知道你所需要的資料。如有需要，請另頁書寫。)

Details of information requested (Such as type of information requested, date or period to which the information is related. Please be as specific as possible. It will help us understand clearly the information you are seeking. Use a separate sheet if necessary.)

簽署 Signature _____ 日期 Date _____

備註 Notes

1. 藝發局按照覆印紀錄所需的成本收取費用，並會預先告知你所需繳付的費用。如需收費，則本局在收到有關費用後，才會發放你索取的資料。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.
2. 你或需提供更多資料，以協助我們回應你的申請。如未能提供足夠資料，本局可能無法處理你的申請。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.
3. 你所提供的資料，將用於處理有關你索取資料的事宜上。The information provided will be used for processing your application for access to information.
4. 如欲更改或索取載列在本表格的個人資料，請與本局的公開資料主任聯絡。For correction of or access to personal data contained in this application, please contact the Access to Information Officer of the HKADC.