

康樂及文化事務署

《公開資料守則》

公開資料主任

如以書面索取康樂及文化事務署持有的資料，可寄交：

新界沙田

排頭街 1 至 3 號

康樂及文化事務署總部 13 樓

康樂及文化事務署

公開資料主任

你可直接按上述地址致函取資料，亦可向本署轄下各區康樂事務辦事處或新界沙田排頭街 1 至 3 號康樂及文化事務署總部 13 樓的接待處索取有關的申請表格，填妥後寄交上述地址。

收費

如以 A3 或 A4 紙複印所申請索取的資料，複印同一份文件，每張複印本收費為港幣 1 元。

（註：上文所述文件一般是指小冊子、報告或檔案附件。）

Leisure and Cultural Services Department
Code on Access to Information

ACCESS TO INFORMATION OFFICER

Written requests for information held by the department should be addressed to -

Access to Information Officer
Leisure and Cultural Services Department
13/F, Leisure and Cultural Services Headquarters
1-3 Pai Tau Street,
Shatin, N.T.

Requests may be made by letter or by application form available at the eighteen District Leisure Services Offices and the counter at 13/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Shatin, N.T.

CHARGES

Photocopying charge for photocopying black and white on A3 or A4 size paper may be levied in relation to your application. The current photocopying charge is HK\$1.00 per photocopy for photocopies in the same document.

(N.B. In this context, a document usually means a booklet, a report or an enclosure in a file.)

APPLICATION FOR ACCESS TO INFORMATION

申請索取資料表格

(This form can be completed either in English or Chinese. Please read the notes below before writing.)

這份表格可用英文或中文填寫，填寫前請閱讀表格下列的備註。

Applicant's Particulars 申請人個人資料

Name 姓名	* Mr 先生 Mrs 夫人 Miss 小姐	#HK I/D No. 香港身份證號碼	()
Correspondence Address 通訊地址			
	Tel. No. 電話號碼	Fax No. 傳真號碼	

* Please delete as appropriate
請刪去不適用者

Fill in only if personal information is required
如索取個人資料方需填寫

Information Requested 要求索取的資料

To : Access to Information Officer Leisure and Cultural Services Department 13/F, Leisure and Cultural Services Headquarters 1-3 Pai Tau Street, Shatin, N.T.	致： 新界沙田排頭街一至三號 康樂及文化事務署總部十三樓 康樂及文化事務署 公開資料主任
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.) 所需資料詳情(請盡量具體說明，以便我們清楚知道你需要的是甚麼資料。如有需要請另頁書寫。)	

Signature

簽署

Date

日期

Notes

備註

1. A charge reflecting the cost of reproducing the records concerned may be levied. The department will advise you in advance of any such charge.
本署或會按照翻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。
2. You may be asked to provide additional information to help us meet your request. The department may not be able to process your application if you do not provide sufficient information.
你或需提供更多資料，以協助我們回應你的申請。如你未能提供足夠資料，本署可能無法處理你的申請。
3. The information provided will be used for processing your application for access to information. It may be divulged to other departments/agencies for the same purpose.
你所提供的資料，將用於處理有關你申請索取資料的事宜上。有關資料可能會送交其他部門/機構，作同樣用途。
4. For correction of or access to personal data contained in this application, please contact the Access to Information Officer of the department concerned.
如欲更改或索取載列在本表格的個人資料，請與本署的公開資料主任聯絡。