

**Enrolment Form for Briefing for
Invitation for Expression of Interest for
the Grant of Licence for
Providing Event Planning and Management Services
and Advertising Services
at Designated Venues/Facilities of
the Leisure and Cultural Services Department**

就為康樂及文化事務署轄下指定場地 / 設施
提供活動策劃及管理服務和廣告服務的經營權邀請提交意向書
簡介會報名表

Please return the completed enrolment form by email to eo2025@lcsd.gov.hk no later than **6:00 p.m. on 21 November 2025 (Hong Kong time)**. Late registration may be not accepted.

請將填寫完畢的報名表於 **2025 年 11 月 21 日下午 6 時 (香港時間)** 前電郵至 eo2025@lcsd.gov.hk。
逾期報名可能不被接納。

Date 日期: 27 November 2025
2025 年 11 月 27 日

Time 時間: 10:30 a.m.
上午 10 時 30 分

Venue 地點: Function Room AC2, Level 4, Administration Building, Hong Kong Cultural Centre,
10 Salisbury Road, Tsim Sha Tsui, Kowloon, Hong Kong
香港九龍尖沙咀梳士巴利道十號香港文化中心行政大樓四樓會議室 AC2

Language 語言: Cantonese 粵語

Name of company/organisation 公司 / 機構名稱

(English 英文)	
(Chinese 中文)	

Information of representative(s) 公司 / 機構代表資料

Name 姓名	Post Title 職位	Email Address 電郵地址	Phone No. 電話號碼
Each party can register no more than 3 representatives for the briefing. 每間公司 / 機構最多可登記三名代表參加簡介會。			
1.			
2.			
3.			

Information of contact person (must be provided) 聯絡人資料（必填）

Name 姓名	Post Title 職位	Email Address 電郵地址	Phone No. 電話號碼

Remarks 備註:

- Confirmation of registration, together with the exact time and location of the briefing, will be issued by email to the above contact person.
我們會以電郵通知上述聯絡人，確認其報名及簡介會的具體時間和地點。
- The briefing is intended for parties who are interested in submitting a proposal in response to our captioned invitation, for their better understanding of the submission requirement as well as the site conditions of the involved venues / facilities.
簡介會旨在幫助有意就上述邀請提交建議書的人士更清晰地了解提交要求及相關場地／設施的場地條件。
- The Government reserves the right to decline registration / attendance of any person.
政府有權拒絕任何人士的報名或參與。