

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.

#### APPLICATIONS WITH INSUFFICIENT POSTAGE

To submit application to this Department by post, please make sure that all mail items bear sufficient postage. This Department will not accept any underpaid mail items and such items will be handled by the Hongkong Post. For calculation of postage, please refer to the Hongkong Post's website ([http://www.hongkongpost.hk/en/postage\\_calculator/index.html](http://www.hongkongpost.hk/en/postage_calculator/index.html)).

#### 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\$1.40 (for A4 size paper) and HK\$1.60 (for A3 size paper) per page for photocopies in the same document.

#### N.B.

1. In this context, a document usually means a booklet, a report or an enclosure in a file;
2. Photocopying made on both sides of a sheet is counted as two copies.

**APPLICATION FOR ACCESS TO INFORMATION****索取資料申請表格**

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

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 Ms 女士	#HK I/D No. 香港身份證號碼	( )
Correspondence Address 通訊地址			
Tel. No. 電話號碼		Email Address 電郵地址	Fax No. 傳真號碼

\* Please delete as appropriate  
請刪去不適用者

# Complete only if applicant's personal data are required  
如索取的資料屬申請人的個人資料方需填寫

**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 understand clearly the information you are seeking. Use a separate sheet if necessary.) 所需資料的詳情（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.  
本署會按照複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。有關資料可能會向其他部門／機構透露，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。