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)*

此表格可用中文或英文填寫，填寫前請細閱表格下面的備註

**Applicant’s Particulars 申請人個人資料**

|  |  |  |
| --- | --- | --- |
| Name姓名 | \*Mr 先生 Ms 女士 |   |
| 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

**Information Requested 要求索取的資料**

|  |  |
| --- | --- |
| To: 致: | Access to Information Officer, West Kowloon Cultural District Authority29/F, Tower 6, The Gateway, 9 Canton Road, Tsim Sha Tsui, Kowloon, Hong Kong [Fax No:2895 1225]香港九龍尖沙咀廣東道9號港威大廈第6座29樓 [傳真號碼: 2895 1225]西九文化區管理局公開資料主任 |
| Details of information requested (*Please be as specific as possible, such as the type of information requested, date or period related. It will help us understand clearly the information you are seeking. Use a separate sheet if necessary.*)所需資料詳情 (例如資料種類，日期或時段。請盡量具體説明，以便我們清楚瞭解你所需要的資料。如有需要，請另頁書寫。) |
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| **Signature****簽署** |  | **Date****日期** |  |

**Notes**

備註

1. 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 received.

本局會按照複印紀錄所需的成本收取費用，並會預先告知應繳費用。如需收費，資料將於收到有關費用後發放。

1. 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.

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。

1. The information provided will be used for processing your application for access to information.

你所提供的資料，將用於處理有關索取資料申請的事宜上。

1. For correction of or access to personal data contained in this application, please contact the Access to Information Officer of West Kowloon Cultural District Authority.

如欲更改或索取載列於本表格的個人資料，請與本局公開資料主任聯絡。