

**APPLICATION FOR ACCESS TO INFORMATION**

**申請索取公開資料表格**

*(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，填寫前請細閱表格下面的備註。

**Applicant's Particulars 申請人個人資料**

*Mr. / Ms. *先生/女士	First Name: 名字:	Last Name: 姓氏:	Chinese Name: 中文姓名:
Correspondence Address 通訊地址			
Tel. No. 電話		Fax No. 傳真	

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

**Information Requested 要求索取的資料**

To : Access to Information Officer  
Employees Retraining Board  
10 Siu Sai Wan Road 3/F to 6/F,  
Chai Wan, Hong Kong

致： 香港柴灣  
小西灣道 10 號 3 至 6 樓  
僱員再培訓局公開資料主任

Fax No. : 2369 8322

傳真號碼： 2369 8322

Details (Please be as specific as possible. Use a separate sheet if necessary.)

詳情 (請盡量具體說明，如有需要請另頁書寫。)

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Signature 簽署： \_\_\_\_\_

Date 日期： \_\_\_\_\_

**Notes 備註**

1. Other than publications which are available free of charge, or at the cost specified, the following photocopying charge will be levied. This Office will advise you in advance of any such charge. Fees are charged as follow :

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A3 或 A4 黑白影印（單面或雙面）	每張收費港幣 1 元
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2. You may be asked to provide additional information to help us meet your request. This Office 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，本辦事處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。