

Food and Environmental Hygiene Department
食物環境衛生署

Application for Access to Information
申請索取資料

(This form can be completed either in English or Chinese. Please read the notes below before writing.)
此表格可以中文或英文填寫，並請於填寫前細閱以下備註。

Applicant's Particulars 申請人資料

Name 姓名	* Mr 先生 Mrs 女士 Miss 小姐	# HK I/D No. 香港身分證號碼	()
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 when personal information is required
如索取個人資料方需填寫

Information Requested 索取資料

To : 致	Access to Information Officer Food and Environmental Hygiene Department 食物環境衛生署 公開資料主任	44/F., Queensway Government Offices 66 Queensway, Hong Kong 香港金鐘道 66 號 金鐘道政府合署高座 44 樓 (Tel no. 電話號碼 : 2867 5781 Fax no. 傳真號碼 : 2869 0169 / 2521 3379)
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. Request for correction of or access to personal data contained in this application should be addressed to the Access to Information Officer of the department.
如欲更改或索取載列在本表格的個人資料，請向本署的公開資料主任提出。