



APPLICATION FOR ACCESS TO INFORMATION

索取资料申请表

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

这份表格可用英文或中文填写，填写前请细阅表格下面的备注。

Applicant's Particulars 申请人个人资料

Name 姓名	*Mr * 先生 Ms 女士	# HK I/D No. 香港身份证号码	()
Correspondence Address 通讯地址			
Tel. No. 电话号码		E-mail Address 电邮地址	

* Please delete as appropriate
请删去不适用者

Complete only if the applicant's personal data are required
如索取的资料属申请人的个人资料方需填写

Information Requested 要求索取的资料

To : 致 :	Access to Information Officer, Estate Agents Authority 地 产 代 理 监 管 局 公 开 资 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.) 所需资料的详情(请尽量具体说明,以便我们清楚知道你需要的的是什么资料。如有需要,请另页书写。)	

Signature

签 署

Date

日 期

Notes

备 注

- We charge a processing fee of HK\$50.00 for each piece of information requested. In addition, black and white photocopying or scanning charge is HK\$1.00 per page of A4 size and HK\$1.50 per page of A3 size. The relevant fee must be paid before a request will be processed. If the information requested is to be provided by other formats (e.g. photocopies in colour), the relevant charges will be advised separately.
本局会就每项资料的申请收取行政费用港币 50.00 元,另黑白影印或文件扫描费用 A4 纸大小每页为港币 1.00 元及 A3 纸大小每页为港币 1.50 元。本局在收到有关费用后,才会发放你所需的资料。如所需资料用其他方式提供(例如彩色影印),所需收费另行通知。
- 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.
你或需提供更多资料,以协助我们回应你的申请。如你未能提供足够资料,本局可能无法处理你的申请。
- The information you have provided in this application form will be used for processing your application for access to information. It may be divulged to other sections/agencies for the same purpose.
你在这份申请表所提供的资料,将用于处理有关你申请索取资料的事宜上。有关资料可能会向其他部门/机构透露,作同样用途。
- For correction of or access to personal data contained in this application, please contact the Access to Information Officer of the Estate Agents Authority ("EAA").
如欲更改或索取载列在本表格的个人资料,请与本局的公开资料主任联络。
- Your application will be processed in accordance with the principles set out in the [Code on Access to Information](#) of the EAA.
你的申请将根据监管局的《[公开资料守则](#)》的原则处理。