



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	# HK I/D No. 香港身份證號碼	()
Correspondence Address 通訊地址			
Tel. No. 電話號碼		E-mail Address 電郵地址	

* Please delete as appropriate
請刪去不適用者

Complete only if the 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, Estate Agents Authority 致 : 地產代理監管局公開資料主任
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

- 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.
本局會就每項資料的申請收取行政費用港幣 50.00 元，另黑白影印或文件掃描費用 A4 紙大小每頁為港幣 1.00 元及 A3 紙大小每頁為港幣 1.50 元。本局在收到有關費用後，才會發放你所需的資料。如所需資料用其他方式提供(例如彩色影印)，所需收費另行通知。
- 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.
你或需提供更多資料，以協助我們回應你的申請。如你未能提供足夠資料，本局可能無法處理你的申請。
- 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.
你在這份申請表所提供的資料，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。
- 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").
如欲更改或索取載列在本表格的個人資料，請與本局的公開資料主任聯絡。
- Your application will be processed in accordance with the principles set out in the [Code on Access to Information](#) of the EAA.
你的申請將根據監管局的《[公開資料守則](#)》的原則處理。