

GOVERNMENT LABORATORY

政府化验所

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.)
此表格可用英文或中文填写，填写前请细阅表格下面的备注。

Particulars of Applicant 申请人个人资料

Name 姓名	* Mr/Mrs/Ms 先生 / 太太 / 女士	# HKID No. 香港身份证号码	()
Correspondence Address 通讯地址			
Email Address 电邮地址			
Tel. No. 电话号码		Fax No. 传真号码	

* 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 政府化验所 公开资料主任	7/F, Ho Man Tin Government Offices, 88 Chung Hau Street, Ho Man Tin, Kowloon, Hong Kong 香港九龙何文田忠孝街 88 号 何文田政府合署 7 楼
		Fax No. 传真号码: 2714-4083 E-mail 电邮地址: glabinfo@govtlab.gov.hk
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.) 所需资料详情 (请尽量具体说明, 以便我们清楚知道你需的是甚么资料。如有需要, 请另页书写。)		

Signature 签署 _____

Date 日期 _____

Notes 备注

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.
本署会按照复印纪录所需的成本收取费用，并预先告知你所需缴付的费用。
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.
你或需提供更多资料，以协助我们回应你的申请。如你未能提供足够资料，本署可能无法处理你的申请。
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。
4. For correction of or access to personal data contained in this application, please contact the Laboratory (Tel.: 2762-3700).
如欲更改或索取载列在本表格的个人资料，请与本化验所联络（电话：2762-3700）。