



申請索取資料表格
APPLICATION FOR ACCESS TO INFORMATION

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

申請人個人資料 Applicant's Particulars

姓名 Name	* 先生 Mr 夫人 Mrs 小姐 Miss 女士 Ms			
通訊地址 Correspondence Address				
	電話號碼 Tel. No.		傳真號碼 Fax No.	
電郵地址 Email Address				

* 請刪去不適用者
Please delete as appropriate

要求索取的資料 Information Requested

致: 香港灣仔皇后大道東248號 陽光中心7樓 香港考試及評核局 公開資料主任 傳真號碼: 3628 8892	To: Access to Information Officer Hong Kong Examinations and Assessment Authority 7/F, Sunlight Tower, 248 Queen's Road East, Wan Chai, Hong Kong Fax No.: 3628 8892
所需資料詳情 (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。) 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.)	

簽署

Signature _____

日期

Date _____

備註 Notes

- 你提出此申請, 代表你已閱讀及同意本局網頁所載的公開資料守則。
By making this application, you represent that you have read and agreed with the Code on Access to Information of the Authority available at the Authority's website.
- 本局會按照翻印紀錄所需的成本收取費用, 並預先告知你所需繳付的費用。
A charge reflecting the cost of reproducing the records concerned may be levied. The Authority will advise you in advance of any such charge.
- 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。
You may be asked to provide additional information to help us meet your request. The Authority may not be able to process your application if you do not provide sufficient information.
- 如欲索取或更改載列在本表格的個人資料, 請參閱[查閱個人資料申請指引](#)及與本局的公開資料主任聯絡。
For access to or correction of personal data contained in this application, please refer to the Application Guide on Data Access Requests and contact the Access to Information Officer of the Authority.