

APPLICATION FOR ACCESS TO INFORMATION

申請索取資料表格

This form can be completed either in English or Chinese. Please read the notes below before writing.
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 / Mrs / Miss / Ms 先生 / 太太 / 小姐 / 女士		
Correspondence Address 通訊地址			
Tel. No. 電話號碼		Fax No. 傳真號碼	
Email Address 電郵地址			

* Please delete as appropriate
請刪去不適用者

Information Requested 索取的資料

To 致	: Administration Manager, Accounting and Financial Reporting Council 24th Floor, Hopewell Centre, 183 Queen's Road East, Hong Kong 香港皇后大道東183號合和中心24樓會計及財務匯報局行政經理
Details of information requested (Such as type of information requested, date or period to which the information is related. Please be as specific as possible: it will help us identify clearly what you are looking for. Use a separate sheet if necessary) 所需資料詳情(例如資料種類、資料日期或所涉期間。請盡量具體說明，以便我們清楚知道你所需要的資料。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. We will advise you in advance of any such charge. If a charge is payable, information will not be released until the requisite payment has been made.
本局按照覆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。如需收費，則本局在收到有關費用後，才會發放你索取的資料。
2. 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。如未能提供足夠資料，本局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.
你所提供的資料，將用於處理有關索取資料的事宜上。
4. Information will normally be made available within five working days of receipt of a request. If that is not possible, the applicant will be informed within five working days of the time at which the information can be made available.
所索取的資料通常於本局收到申請後的五個工作天內提供。如未能及時提供資料，本局將於五個工作天內回覆你於何時可以提供資料。
5. For correction of or access to personal data contained in this application, please contact the Administration Manager of the Financial Reporting Council.
如欲更改或索取載列在本表格的個人資料，請與本局行政經理聯絡。