

# 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 writing.)

### 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	#香港身份證/護照/ 出生證明書號碼 HK I/D Card/ Passport/Birth Certificate No.	( )
通訊地址 Correspondence Address			
	電話號碼 Tel. No.	傳真號碼 Fax No.	

\* 請刪去不適用者  
Please delete as appropriate

# 如索取個人資料方需填寫  
Fill in only if personal information is required

### 要求索取的資料 Information Requested

致: 香港中環 康樂廣場二號二樓閣 管理事務科 香港郵政公開資料主任 傳真號碼: 2869 9519	To: Access to Information Officer Hongkong Post 2 M/F, Management Services Division 2 Connaught Place Central, Hong Kong Fax No.: 2869 9519
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

- 有關部門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 department 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，有關部門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 department may not be able to process your application if you do not provide sufficient information.
- 您在此申請表格所填報的個人資料，香港郵政將用作處理您申請的事宜。  
根據《個人資料(私隱)條例》第18及22條以及附表1第6項原則，您有權獲得及更改個人資料。您的權利包括獲得一份此表格上填報資料的副本。如欲索取或更改資料，請往郵政局索取查閱資料要求表格(Pos736)，填妥後交回辦理。  
The personal data you provide in this form will be used by Hongkong Post for processing your application.  
You have the right of access and correction with respect to personal data as provided in section 18 and 22 Principle 6 of schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data as provided in this form. For access and correction, please complete the Data Access Request Form (Pos 736) which is available at any post office.