

Sales of First-Hand Residential Properties Authority

APPLICATION FOR ACCESS TO INFORMATION

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

Applicant's Particulars

Name	^ Mr Ms		
Correspondence Address			
Email Address			
Tel No.		Fax No.	

^ Please delete as appropriate

Information Requested

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.)

Signature _____

Date _____

Notes

1. Please direct your request to the Data and Access to Information Coordinator, Sales of First-Hand Residential Properties Authority (the Authority) by mail (Unit E, 31/F, E-Trade Plaza, 24 Lee Chung Street, Chai Wan, Hong Kong), by fax (2219 2220) or by email (enquiry_srpa@hd.gov.hk).
2. A charge reflecting the cost of reproducing the records concerned may be levied. The Authority will advise you in advance of any such charge.
3. You may be asked to provide additional information to help us meet your request. Please note that the Authority may not be able to process your application if you do not provide sufficient information.
4. 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 purposes.
5. For correction of or access to the personal data you provided in this application, please contact the Data and Access to Information Coordinator of the Authority (see Note 1 for the contact details).