

Sales of First-Hand Residential Properties Authority
一手住宅物業銷售監管局
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 先生 Mrs 太太 Miss小姐		
Correspondence Address 通訊地址			
Tel No. 電話號碼		Fax No. 傳真號碼	

* Please delete as appropriate 請刪去不適用者

Information Requested 要求索取的資料

Details of information requested (Please be as specific as possible: it will help us identifying clearly what you are looking for. Use a separate sheet if necessary.) 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什麼資料。如有需要，請用另頁書寫。)

Signature 簽署 _____

Date 日期 _____

Notes 備註

1. Please direct your request by mail to the Data and Access to Information Coordinator, Sales of First-Hand Residential Properties Authority (the Authority), Unit E, 31/F, E-Trade Plaza, 24 Lee Chung Street, Chai Wan, Hong Kong. 請以郵寄方式把你填妥的申請書送交香港柴灣利眾街24號東貿廣場31樓E室一手住宅物業銷售監管局(銷售監管局) 資料及公開資料統籌主任。
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. 我們會按照翻印紀錄所需的成本收取費用，並預先告知你所須繳付的費用。
3. You may be asked to provide additional information to help us meeting your request. Please note that the Authority 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。如你未能提供足夠資料，我們可能無法處理你的申請。
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. 你所提供的資料，將用於處理有關你申請索取資料的事宜上。有關資料可能會送交其他部門/機構，作同樣用途。
5. For correction of or access to the personal data you provided in this application, please write to the Data and Access to Information Coordinator of the Authority (see Note 1 for the address). 如欲更改或查閱你在本表格上填報的個人資料，請致函銷售監管局資料及公開資料統籌主任。(地址見備註1)