



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/夫人/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 要求索取的資料

To : Access to Information Officer, Vocational Training Council 7/F, VTC Tower, 27 Wood Road, Wan Chai, Hong Kong 致 : 香港灣仔活道二十七號職業訓練局大樓七樓 職業訓練局公開資料主任	(Fax No. : 2838 0667) (傳真號碼 : 2838 0667)
Details of information requested (Please be as specific as possible to help us identify 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 and other relevant cost (e.g. postage) may be levied. Where practicable, VTC will advise you in advance of any such charge.
本局會按照翻印紀錄所需的成本及其他額外費用 (如郵費) 收取費用, 並在可行情況下預先告知你所需繳付的費用。
2. You may be asked to provide additional information to help us meet your request. VTC 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, 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. It may be divulged to other departments/agencies for the same purpose.
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。
4. For access to or correction of personal data contained in this application, please contact the Access to Information Officer of VTC.
如欲索取或更改載列在本表格的個人資料, 請與本局的公開資料主任聯絡。