

For official use

參考編號

Reference No.: _____

申請查閱立法機關/立法會行政管理委員會封存文件及紀錄表格
**APPLICATION FORM FOR ACCESS TO CLOSED DOCUMENTS AND RECORDS
OF THE LEGISLATURE / THE LEGISLATIVE COUNCIL COMMISSION**

申請人 (個人或機構代表) 資料 **Particulars of applicant (individual or organization representative)**

(*請刪去不適用者 Please delete as appropriate)

姓名 Name	* 先生 Mr 女士 Ms 小姐 Miss		
機構名稱 (如申請人屬機構代表) Name of organization (if applicant is an organization representative)			
通訊地址 Correspondence address			
電話號碼 Tel. no.	傳真號碼 Fax no.	電郵地址 Email address	

要求查閱的封存文件/紀錄 **Closed documents/records requested**

致： To:	公開資料主任 Access to Information Officer Council Business Division 4, Legislative Council Secretariat, Legislative Council Complex, 1 Legislative Council Road, Central, Hong Kong. (電話：3919 3427；傳真：2840 0716；電郵： infoaccess@legco.gov.hk) (Tel: 3919 3427; Fax: 2840 0716; Email: infoaccess@legco.gov.hk)
請盡量具體說明所要求查閱的文件/紀錄的詳情(如文件/紀錄類別、相關日期或時段及索取目的)，以助公開資料主任清楚辨識你要求查閱的文件/紀錄。如有需要，請另頁書寫。 請注意，你或須提供更多資料，以助公開資料主任處理你的申請。如未能提供足夠資料，公開資料主任可能無法處理你的申請。 Please give the details of the document/record requested (such as the category of document/record requested, date or period to which the document/record is related and the purpose of the request) and be as specific as possible. It will help the Access to Information Officer identify clearly what you are looking for. Use a separate sheet if necessary. Please note that you may be asked to provide additional information to help process your request. The Access to Information Officer may not be able to process your application if you do not provide sufficient information.	

簽署 **Signature** : _____ 日期 **Date** : _____

備註 **Notes**

1. 公開資料主任會按照提供複印所需的成本收取費用，並會事前告知你所須繳付的費用。
A charge reflecting the cost of reproducing and providing the requested documents/records may be levied. The Access to Information Officer will advise you in advance of any such charge required.
2. 你就本申請所提供的個人資料，將用於處理有關你申請查閱的文件紀錄的事宜上，且不會在未經你的同意下轉交第三者。如欲查閱或更正載於本表格的個人資料，請以書面方式向公開資料主任提出，郵寄地址為香港中區立法會道 1 號立法會綜合大樓立法會秘書處議會事務部 4。
The personal data you provide under this application will be used for processing your application for access to documents/records and will not be transferred to any third party without your consent. For access to or correction of personal data contained in this application, request should be made in writing to the Access to Information Officer, Council Business Division 4, Legislative Council Secretariat, Legislative Council Complex, 1 Legislative Council Road, Central, Hong Kong.

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Application received by _____ on _____
(Name and title of staff) (date)

Remarks : _____