

APPLICATION FOR ACCESS TO INFORMATION

申請索取公開資料表格

(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

*Mr. / Ms. *先生/女士	First Name: 名字:	Last Name: 姓氏:	Chinese Name: 中文姓名:
Correspondence Address 通訊地址			
Tel. No. 電話		Fax No. 傳真	

** 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

Employees Retraining Board

3/F to 6/F, 10 Siu Sai Wan Road

Chai Wan, Hong Kong

致 : 香港柴灣

小西灣道 10 號 3 至 6 樓

僱員再培訓局公開資料主任

Fax No. : 2369 8322

傳真號碼 : 2369 8322

Details (Please be as specific as possible. Use a separate sheet if necessary.)

詳情 (請盡量具體說明，如有需要請另頁書寫。)

Signature 簽署 : _____

Date 日期 : _____

Notes 備註

1. Other than publications which are available free of charge, or at the cost specified, the following photocopying charge will be levied. ERB will advise you in advance of any such charge. Fees are charged as follow :

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2. You may be asked to provide additional information to help us meet your request. ERB 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 disclosed or transferred 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。有關資料可能會披露或轉移至其他部門／機構，作同樣用途。
4. You can request access to and correction of personal data held in respect of you. Such requests should be addressed to Manager (Customer Services) of ERB. All requests can also be directed to ERB through erbhk@erb.org. ERB may charge a fee for supplying copies of such personal data. For details, please refer to the Personal Data Privacy Policy of ERB (<https://www.erb.org/en/others/personal-data-privacy-policy>).
你可向本局要求查閱及改正你的個人資料。有關要求可向本局客戶服務組經理提出，或可直接電郵至 erbhk@erb.org。本局可就提供有關資料收取費用。詳情請參閱本局的個人資料私隱政策（<https://www.erb.org/tc/others/personal-data-privacy-policy>）。