

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.)

这份表格可用英文或中文填写，填写前请细阅表格下面的备注。

Applicant's Particulars 申请人个人资料

| | | | |
|--------------------------------|--------------------|-------------------|------------------------|
| *Mr. / Ms. *先生/女士 | First Name: 名字: | Last Name: 姓氏: | Chinese Name: 中文姓名: |
| Correspondence Address 通讯地址 | | | |
| Tel. No. 电话 | | Fax No. 传真 | |

** Please delete as appropriate 请删去不适用者*

Information Requested 要求索取的资料

To : Access to Information Officer

Employees Retraining Board

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

Chai Wan, Hong Kong

致 : 香港柴湾

小西湾道 10 号 3 至 6 楼

雇员再培训局公开资料主任

Fax No. : 2369 8322

传真号码 : 2369 8322

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

详情 (请尽量具体说明，如有需要请另页书写。)

Signature 签署: _____

Date 日期: _____

Notes 备注

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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| Photocopying black and white on A3 or A4 size paper (single-sided or double-sided) | HK\$1.00 per photocopy |
|--|------------------------|

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| | |
|---------------------|------------|
| A3 或 A4 黑白影印（单面或双面） | 每张收费港币 1 元 |
|---------------------|------------|

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.
你或需提供更多数据，以协助我们响应你的申请。如你未能提供足够资料，本局可能无法处理你的申请。
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.
你所提供的资料，将用于处理有关你申请索取数据的事宜上。有关资料可能会披露或转移至其他部门／机构，作同样用途。
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>).
你可向本局要求查阅及改正你的个人资料。有关要求可向本局客户服务组经理提出，或可直接电邮至 erbhk@erb.org。本局可就提供有关资料收取费用。详情请参阅本局的个人资料私隐政策（<https://www.erb.org/tc/others/personal-data-privacy-policy>）。