

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 Ms 女士		
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 索取的資料

To	Access to Information Officer, Kowloon-Canton Railway Corporation 8/F., Fo Tan Railway House, 9 Lok King Street, Fo Tan, New Territories, Hong Kong. (Fax: 3124 1073)		
致	九廣鐵路公司公開資料主任 香港新界火炭樂景街九號 火炭鐵路大樓八樓 (傳真號碼：3124 1073)		
Details of information requested (Such as type of information requested, date or period to which the information is related. Please be as specific as possible; it will help us identify clearly what you are looking for. Use a separate sheet if necessary) 所需資料詳情 (例如資料種類、資料日期或所涉期間。請盡量具體說明，以便我們清楚知道你所需要的資料。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 may be levied. We will advise you in advance of any such charge. If a charge is payable, information will not be released until the requisite payment has been made.
本公司按照覆印紀錄所需的成本收取費用，並會預先告知你所需繳付的費用。如需收費，則本公司在收到有關費用後，才會發放你索取的資料。
2. You may be asked to provide additional information to help us meet your request. We 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。如未能提供足夠資料，本公司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.
你所提供的資料，將用於處理有關你索取資料的事宜上。
4. For correction of or access to personal data contained in this application, please contact the Access to Information Officer of the Kowloon-Canton Railway Corporation.
如欲更改或索取載列在本表格的個人資料，請與本公司的公開資料主任聯絡。