

## Application for Access to Information

### 申请索取资料表格

(This form can be completed either in English or Chinese. Please read the notes on overleaf before writing.)

(这份表格可用英文或中文填写，填写前请细阅表格背面的备注。)

#### Applicant's Particulars 申请人资料

Name 名称	* Mr 先生 Ms 女士
Correspondence Address 通讯地址	
Tel. No. 电话号码	E-mail address ( <i>Optional</i> ) 电邮地址 (可选择是否提供) (Correspondence will be sent to the e-mail address provided) (通讯将会发送到阁下提供的电邮地址)

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

#### Information Requested 索取的资料

<p>To: Access to Information Officer, Insurance Authority 19th Floor, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong (Fax No.: 3753 4119) (Email address: aio@ia.org.hk)</p> <p>致: 香港黄竹坑香叶道 41 号 19 楼 保险业监管局公开资料主任 (传真号码: 3753 4119) (电邮地址: aio@ia.org.hk)</p>
<p>Details of information requested, e.g. the type of information requested, date or period to which the information relates. Please be as specific as possible. It will help us understand clearly the information you are seeking. Please use a separate sheet if necessary.</p> <p>所需资料详情，例如资料种类、资料日期或所涉及的期间。请尽量具体说明详情，以便我们清楚知道你所需要的资料。如有需要，请另页书写。</p>

Signature 签署 \_\_\_\_\_

Date 日期 \_\_\_\_\_

## Notes 备注

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.  
本局可能会按照复印纪录所需的成本收取费用，并会预先告知你所需缴付的费用。如需收费，则本局在收到有关费用后，才会向你发放所索取的资料。
2. You may be asked to provide additional information to help us process your application. We may not be able to process your application if you do not provide sufficient information.  
你或需提供更多资料，以协助我们处理你的申请。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. If it needs to be disclosed to a relevant third party in order to process your application (e.g. it is necessary to obtain the third party's consent to release the information you are seeking), we will seek your prior consent for the disclosure.  
你所提供的资料，将用于处理你的索取资料申请。如本局为处理你的申请而须向有关第三方披露你所提供的资料(例如，本局须取得该第三方的同意才可发放你所索取的资料)，本局会先取得你的同意。
4. For correction of or access to personal data contained in this application, please contact the Insurance Authority's Personal Data Privacy Officer whose contact details are as follows:  
如欲更改或索取载列在本表格的个人资料，请与本局的个人资料私隐主任联络。个人资料私隐主任的联络资料如下：

The Data Privacy Officer  
Insurance Authority  
19/F, 41 Heung Yip Road  
Wong Chuk Hang  
Hong Kong  
(Fax No.: 3753 4119)

个人资料私隐主任  
保险业监管局  
香港黄竹坑香叶道 41 号 19 楼  
(传真号码：3753 4119)