

## Application for Access to Information

### 申請索取資料表格

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

(這份表格可用英文或中文填寫，填寫前請細閱表格背面的備註。)

#### Applicant's Particulars 申請人資料

Name 名稱	* Mr 先生 Ms 女士
Correspondence Address 通訊地址	
Tel. No. 電話號碼	E-mail address (Optional) 電郵地址 (可選擇是否提供) (Correspondence will be sent to the e-mail address provided) (通訊將會發送到閣下提供的電郵地址)

\* Please delete as appropriate 請刪去不適用者

#### Information Requested 索取的資料

<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) 致: 香港黃竹坑香葉道 41 號 19 樓 保險業監管局公開資料主任 (傳真號碼: 3753 4119) (電郵地址: 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. 所需資料詳情，例如資料種類、資料日期或所涉及的期間。請盡量具體說明詳情，以便我們清楚知道你所需要的資料。如有需要，請另頁書寫。</p>

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.  
本局可能會按照複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，則本局在收到有關費用後，才會向你發放所索取的資料。
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.  
你或需提供更多資料，以協助我們處理你的申請。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. 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.  
你所提供的資料，將用於處理你的索取資料申請。如本局為處理你的申請而須向有關第三方披露你所提供的資料(例如，本局須取得該第三方的同意才可發放你所索取的資料)，本局會先取得你的同意。
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:  
如欲更改或索取載列在本表格的個人資料，請與本局的個人資料私隱主任聯絡。個人資料私隱主任的聯絡資料如下：

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

個人資料私隱主任  
保險業監管局  
香港黃竹坑香葉道 41 號 19 樓  
(傳真號碼：3753 4119)