

有關收集個人資料的目的

收集資料的目的

1. 你是在填通知書所提供的個人資料，香港特別行政區政府入境事務處會用作下列一項或多項的用途：—
 - (a) 根據《人事登記條例》(第 177 章) 及其附屬規例，辦理你申請登記及申請身份證事宜；
 - (b) 根據《陪審團條例》(第 3 章) 以便高等法院司法常務官制定陪審員的臨時名單；
 - (c) 以便選舉事務處修訂選民登記冊；
 - (d) 根據《人事登記條例》(第 177 章) 及其附屬規例，行使權力和執行職務，包括按政務司司長根據《人事登記條例》第 11 條所作的書面批准披露資料；
 - (e) 實施／執行《入境條例》(第 115 章) 及《入境事務隊條例》(第 331 章) 的有關條文規定，以及履行入境管制職務，藉此協助其他政府決策局和部門執行其他法例和規例；
 - (f) 在有關人士向入境事務處提出申請並提名你為保證人或諮詢人時，將你的資料供作核對用途；
 - (g) 供作統計及研究用途，但所得的統計數字或研究成果不會以識別各有關的資料當事人或其中任何人的身份的形式提供；以及
 - (h) 供作法例規定、授權或准許的其他合法用途。
- 根據《人事登記條例》(第 177A 章)，登記人士必須提供其個人資料。若你無合理辯解而沒有遵從有關法例規定，即會觸犯法例。此外，如果你未能提供充分個人資料，本處亦無法辦理你的申請。

資料轉交的類別

2. 為了上文第 1 段所述的目的，你在本表格內所提供的個人資料或會向其他政府決策局、部門或機構披露。

查閱個人資料

3. 根據《個人資料(私隱)條例》(第 486 章) 第 18 及 22 條以及附表 1 第 6 項原則，你有權查閱及改正你的個人資料。你的查閱權利包括在繳交有關費用後，索取你在本表格內所提供的個人資料的副本。
4. 如就本表格所收集的個人資料有任何查詢，包括查閱或改正有關資料，可向下列人員提出：—

香港灣仔
告士打道七號
入境事務大樓十二樓
行政主任(人事登記) 支援
電話：2829 3429

查詢

5. 如有任何查詢，請瀏覽入境事務處網頁的「常見問題」：www.immd.gov.hk/cht/html/faq.htm。你亦可致電查詢熱線 (2824 6111) 或以圖文傳真 (2877 7711) 或電郵 (enquiry@immd.gov.hk) 向入境事務處查詢及聯絡組提出。

第一摺 FIRST FOLD HERE

Statement of Purpose

Purpose of Collection

1. The personal data furnished in the notification will be used by Immigration Department, the Government of the HKSAR for one or more of the following purposes:—
 - (a) to process your application for registration and application for an identity card under the Registration of Persons Ordinance (Chapter 177) and its subsidiary Regulations;
 - (b) to enable the Registrar of the High Court to compile a provisional list of jurors under the Jury Ordinance (Chapter 3);
 - (c) to enable the Registrar and Electoral Office to revise the electoral register;
 - (d) to exercise the powers and carry out the duties under the Registration of Persons Ordinance (Chapter 177) and its subsidiary Regulations including disclosure of information as permitted in writing by the Chief Secretary for Administration by virtue of section 11 of the Registration of Persons Ordinance;
 - (e) to administer/enforce relevant provisions of the Immigration Ordinance (Chapter 115) and Immigration Service Ordinance (Chapter 331), and to assist in the enforcement of any other Ordinances and Regulations by other government bureaux and departments through carrying out immigration control duties;
 - (f) to process other person's application for immigration facilities in which you are named as a sponsor or referee;
 - (g) for statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
 - (h) any other legitimate purposes as may be required, authorised or permitted by law.

The provision of personal data is obligatory for registration under the Registration of Persons Regulations (Chapter 177A). Any person who without reasonable excuse, fails to comply with the statutory requirement shall be guilty of offences under the Ordinance. In addition, if you do not provide sufficient information, we would not be able to process your application.

Classes of Transferees

2. The personal data you provide may be disclosed to government bureaux, departments and other organisations for the purposes mentioned in paragraph 1 above.

Access to Personal Data

3. You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided in this form subject to payment of a fee.

4. Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be addressed to:—

Executive Officer (Registration of Persons) Support
12/F Immigration Tower,
7 Gloucester Road,
Wanchai, Hong Kong
Tel: 2829 3429

Enquiries

5. If you have any enquiry, please refer to the "Frequently Asked Questions" on the Immigration Department website: www.immd.gov.hk/cht/html/faq.htm. You may also call our enquiry hotline at 2824 6111 or send your questions to our Information and Liaison Section by fax at 2877 7711 or e-mail at enquiry@immd.gov.hk.

第二摺 SECOND FOLD HERE

請在此貼上郵票
Affix stamp
here

香港灣仔
告士打道七號
入境事務大樓
人事登記處處長收

Commissioner of Registration
Immigration Tower
7 Gloucester Road
Wan Chai
Hong Kong

請由此處開拆 TO OPEN SLIT HERE

請用膠水封口，切勿用釘書機封口
SEAL WITH GLUE. DO NOT USE STAPLES.



更改地址通知書
NOTIFICATION OF CHANGE OF ADDRESS

致：人事登記處處長
To: Commissioner of Registration

有關本人、本人配偶和 18 歲以下的子女／受監護人地址的變遷，現填報如下：

I hereby report the change of residential address of myself, my spouse and my child(ren)/ward(s) who is/are under the age of 18:

香港住址 Residential address in Hong Kong	聯絡電話號碼* Contact telephone no.*
--	-----------------------------------

	身份證號碼 Identity Card No.	姓名 Name	職業* Profession/ occupation*	業務地址(如有的話)* Business address (if any)*
本人 Myself	()			
本人配偶 My spouse	()			

注意：其他 18 歲或以上的家庭成員須另行遞交更改通知書

Note: Other family member(s) who aged 18 or above, should submit notification of change separately.

本人 18 歲以下的子女/ 受監護人	()			
My child/ward aged below 18	()			
	()			
	()			
	()			

	本人 Myself	本人配偶 My spouse
簽名 [^] Signature [^]	<input type="checkbox"/> #	<input type="checkbox"/> #

日期 Date	
------------	--

* 可選擇填報 Optional item

[^] 十八歲或以上人士必須簽署作實方會被接納更改資料。Signature is required for updating of change of particulars for person aged 18 or above.

如有關人士是已登記選民，且同意本處將有關變更轉交選舉事務處作修訂選民登記冊的用途，請在方格上劃上 '✓' 號。If the person concerned is a registered elector and authorize the Commissioner to forward the above information to the Registration and Electoral Office for the revision of the electoral register, please put a '✓' in the box.

請在下項方格填上姓名及通訊地址
Please ENTER your name and postal address in the box below.

姓名 Name
地址 Address

到。
你的來信有關更改地址一事，本處已經收到。
此項通知可使本處的紀錄保持準確。日後你的登記事項如有變更(如更改職業、婚姻狀況等)，仍希望你繼續通知本處。
人事登記處處長
(代行)

Dear Sir/Madam,
Thank you for reporting the change of your address.

It would be appreciated if you could continue to keep us informed of changes in your particulars (such as change of occupation and marital status) since the information is necessary for the proper maintenance of our records.

Yours faithfully,

()
for Commissioner of Registration