



申請索取文件核證副本

- 香港法例第 177 章《人事登記條例》第 10 條

Request for a certified copy of document

- Section 10 of the Registration of Persons Ordinance, Chapter 177, Laws of Hong Kong

注意：(1) 本表格可用中文或英文填寫。

Note: This form may be completed in English or Chinese.

(2) 根據香港法例第 177A 章《人事登記規例》附表 2 的規定，凡按香港法例第 177 章《人事登記條例》第 10 條提供的文件核證副本，申請人須繳費港幣三百八十五元正。

Under Schedule 2 to the Registration of Persons Regulations, Chapter 177A, Laws of Hong Kong, a fee of **HK\$385** is payable for a certified copy of document furnished under section 10 of the Registration of Persons Ordinance, Chapter 177, Laws of Hong Kong.

(3) 填寫本申請書前，請先閱讀背頁有關收集個人資料的目的。

Please read the statement of purpose overleaf before completing this application form.

(4) 申請人可根據香港法例第 486 章《個人資料(私隱)條例》第 18 條，填寫「個人資料(私隱)條例查閱資料要求表格編號 OPS003」，要求查閱其個人資料。申請人可獲提供毋須核證的紀錄副本，有關費用會按該條例的規定收取。

A data access request for personal data may be made under section 18 of the Personal Data (Privacy) Ordinance, Chapter 486, Laws of Hong Kong, in the specified form 'Personal Data (Privacy) Ordinance Data Access Request Form No. OPS003'; and non-certified copy of records may be supplied and a fee may be collected in accordance with the Ordinance.

致：人事登記處處長

To：Commissioner of Registration

本人(姓名)

I, (Name)

香港身份證號碼

HK I/C No.

出生日期

Date of birth

性別

Sex

住址

Residential address

通訊地址

Corresponding address

聯絡電話號碼

Contact telephone no.

現請貴處發給下列文件的核證副本一份

hereby request a certified copy of the following document(s):

申請理由

Reason for request:

簽署

Signature

日期

Date

此欄由本處填寫 FOR OFFICIAL USE ONLY

甲部

Section A

簽發上述文件的核證副本 \*予以批准/已被拒絕/未能繼續辦理。

Issue of a certified copy of the document(s) specified above is \* approved / refused / taken no further action.

收取費用

Fee(s) to be charged

申請書檔案號碼

Application reference

辦理職員的姓名、簽署及職位

Name, Signature and post of processing officer

日期

Date

乙部

Section B

金額

Amount \$

收據號碼

Receipt No.

收款職員的姓名、簽署及職位

Name, signature and post of shroff

日期

Date

## 有關收集個人資料的目的

### 收集資料的目的

1. 你在是項申請所提供的個人資料，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，辦理你的申請；
  - (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辨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《人事登記規例》(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/ml/faq.htm](http://www.immd.gov.hk/cht/ml/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](mailto:enquiry@immd.gov.hk))，向入境事務處查詢及聯絡組提出。

## Statement of Purpose

### Purpose of Collection

1. The personal data furnished in the application will be used by Immigration Department, the Government of the HKSAR for one or more of the following purposes:—
  - (a) to process your application 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 Registration 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/ml/faq.htm](http://www.immd.gov.hk/cht/ml/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](mailto:enquiry@immd.gov.hk).