Appendix
附錄

APPLICATION FOR ACCESS TO INFORMATION
索取資料申請表格

(This form is also applicable to data access request under the Personal Data (Privacy) Ordinance and can be completed either in English or Chinese. Please read the notes overleaf before completion.)

(表格同時適用於按《個人資料（私隱）條例》提出的查閱資料要求，可用英文或中文填寫。請先細閱後面備註。。)

Applicant's Particulars 申請人個人資料

Name 姓名	* Mr 先生 Ms 女士	# ID Document No. 身份證明文件號碼	( )
Correspondence Address 通訊地址			
Tel. No. 電話號碼		Email Address 電郵地址		Fax No. 傳真號碼	

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

 # Complete only if the applicant's personal data is required 如索取的資料屬申請人的個人資料方需填寫

Information Requested 要求索取的資料

To: Access to Information Officer, Property Management Services Authority
Units 806-8, 8/F, Dah Sing Financial Centre, 248 Queen's Road East, Wan Chai, Hong Kong
(Fax no.: 3696 1100)
(Email address: enquiry@pmsahk.org.hk)

致: 香港灣仔皇后大道東 248 號大新金融中心 8 樓 806-8 室
物業管理業監管局公開資料主任
(傳真號碼: 3696 1100)
(電郵地址: enquiry@pmsa.org.hk)

Details of information requested/Data access request *(Please be as specific as possible. It will help us understand clearly the information you are seeking. Use a separate sheet if necessary.)*

所需資料/查閱資料詳情 *(請具體說明，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 _____

For Internal Use供內部使用

Code

PDPO
40th calendar day: _____

10th calendar day: _____
21st calendar day: _____
51st calendar day: _____

Result: Fully/partially complied with/refused

(May 2026)

Notes 備註

1. The personal information collected will be exclusively used for processing your data access request. Where necessary, we may transfer your personal information to any third party for the same purpose. For correction of or access to the personal data you have provided to us, please contact our Access to Information Officer.
   你所提供的資料，僅用於處理有關你申請索取資料的事宜上。如有需要，本局可基於相同目的轉移你提供的個人資料予第三方。如欲更改或索取載列在本表格的個人資料，請與本局的公開資料主任聯絡。

2. Please provide your full name as shown in your personal identity document, and also your HKIC or other personal identity document if you are submitting a data access request under the Personal Data (Privacy) Ordinance. We reserve the right to request your provision of additional information for verification of your identity. We may not be able to process your application further if you do not provide us with all the required information.
   請按你的個人身份證明文件提供你的全名。如你提交的是根據《個人資料（私隱）條例》提出的查閱資料要求，請一併提供你的身份證或身份證明文件號碼。本局保留向你索取補充資料以核實你的身份的權利。如你未能提供，本局可能因此而無法進一步處理你的申請。

3. Details like your telephone number, correspondence address and email address will be used for processing your data access request and for our communication with you. We will advise you on the progress and result of your application through the means of communication you have provided.
   你所提供的電話號碼、通訊地址及電郵地址等，是在處理你申請索取資料的事宜上供本局與你聯絡之用。本局會透過你提供的通訊方法，適時向你交代處理進度和結果。

4. A charge reflecting the cost of reproducing the records concerned may be required. We will advise you in advance on any such charge. If a charge is payable, information will not be released until the requisite payment has been made.
   本局會按照複印紀錄所需的成本收取費用，並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。

5. If your request involves a specific format of data that is not readily available, your request may not be entertained or may be accepted at a charge commensurate with the actual cost involved.
   如你要求的資料涉及以特別而現時不存在的形式提供，你的要求或不會獲接納或需要繳付與實際製作成本相符的費用才獲接納。

6. Your data access request will be processed according to applicable legislation, our Code on Access to Information or relevant performance pledge as appropriate.
   你的索取資料申請會適當地按相關法例、本局《公開資料守則》或相關服務承諾處理。