

# Equal Opportunities Commission Office

## APPLICATION FOR ACCESS TO INFORMATION

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

### Applicant's Particulars

Name <sup>\*</sup>Mr/Mrs/Ms/Miss/No honorific is required/Others (please specify) \_\_\_\_\_

#HKID No. \_\_\_\_\_

Correspondence Address \_\_\_\_\_

\_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email address \_\_\_\_\_

<sup>\*</sup> Please delete as appropriate

<sup>#</sup> Complete only if the information requested include applicant's personal data

### Information Requested

To: Executive Director (Operations)

Details of information requested (Please be as specific as possible: it will help us identify clearly what you are looking for. Use a separate sheet if necessary.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Notes

1. The applicant will be charged a fee for providing the information, including cost of providing the requested reports or tape-recordings as applicable. The fee for providing written information will be charged at HK\$2.50 per page. The EOC may not release the information until the requisite payment has been made.
2. You may be asked to provide additional information to help us meet your request. The EOC may not be able to process your application if you do not provide sufficient information.