

**Code of Access to Information**  
**Request for Information Application Form**

(Please read the notes before filling in the form)

**Applicant's Particulars**

Name\*Mr/Ms/Miss\_\_\_\_\_

(\* Please delete as appropriate)

Correspondence Address

\_\_\_\_\_  
\_\_\_\_\_

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

\*Email address \_\_\_\_\_ (\* optional)

To : Hong Kong Building Rehabilitation Facilitation Services Limited

**Information Requested**

Details of information requested. (Please provide sufficient information concerning the document(s)/ record(s) as is reasonably necessary to enable us to identify the document(s)/ record(s). Please use a separate sheet if necessary.)

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

Notes

1. You may be asked to provide additional information to help us to consider your request. We may not be able to process your application if you do not provide sufficient information.
2. We may refuse to disclose information, or may refuse to confirm or deny the existence of information in the categories set out in item 3 of our company's Code of Access to Information.
3. A fee will be charged for black-and-white copying at HK\$1.1 per page (A4) and HK\$1.3 per page (A3), colour copying at HK\$2.5 per page (A4) and HK\$5 per page (A3), and disc duplicating at HK\$50 per disc. We will advise you in advance of any such fee. The above fee is subject to adjustment by us from time to time.
4. The information provided will be used for processing your application for access to information. For correction of or access to personal data contained in this application, please contact us.