

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 : Information Disclosure Officer, Urban Renewal Authority

Information Requested

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

Signature : _____ **Date :** _____

Notes

1. You may be asked to provide additional information to help the Authority to consider your request. The Authority may not be able to process your application if you do not provide sufficient information.
2. The Authority 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 the Authority’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 the Authority 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 “External Relations Department” of the Authority.