

GENERAL NOTES 一般備註

1. The Insurance Authority (“IA”) may impose a charge reflecting the cost of reproducing the records concerned. We will advise you in advance of any such charge. If a charge is payable, the information will not be released until the requisite payment has been made.
保險業監管局（「本局」）可能會按照複印紀錄所需的成本收取費用，並會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。
2. You may be asked to provide additional information to help us process your application. We may not be able to process your application if you do not provide sufficient information.
你或需提供更多資料，以協助我們處理你的申請。如你未能提供足夠資料，本局可能無法處理你的申請。
3. The information provided will be used for processing your application for access to information. If it needs to be disclosed to a relevant third party in order to process your application (e.g. it is necessary to obtain the third party’s consent to release the information you are seeking), we will seek your prior consent for the disclosure.
你所提供的資料，將用於處理你的索取資料申請。如本局為處理你的申請而須向有關第三方披露你所提供的資料（例如，本局須取得該第三方的同意才可發放你所索取的資料），本局會先取得你的同意。
4. For **correction of or access to personal data contained in this application**, please contact the Insurance Authority’s Personal Data Privacy Officer whose contact details are as follows:
如欲**更改或索取載列在本表格的個人資料**，請與本局的個人資料私隱主任聯絡。個人資料私隱主任的聯絡資料如下：

Email 電郵：	cgs@ia.org.hk	
Post 郵寄：	Attn: Personal Data Privacy Officer Insurance Authority 19/F, 41 Heung Yip Road Wong Chuk Hang Hong Kong	致：個人資料私隱主任 保險業監管局 香港黃竹坑 香葉道 41 號 19 樓
Fax No. 傳真：	(852) 3753 4119	

Application for Access to Information

申請索取資料表格

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

(這份表格可用英文或中文填寫，填寫前請細閱表格的一般備註。)

Applicant's Particulars 申請人個人資料

Name 姓名	* Mr 先生		Tel. No. 電話號碼	
	* Ms 女士			
Correspondence Address 通訊地址				
E-mail address (Optional) 電郵地址 (可選擇是否提供)	(Correspondence will be sent to the e-mail address provided) (通訊將會發送到閣下提供的電郵地址)			

* Please delete as appropriate 請刪去不適用者

Information Requested 要求索取的資料

To: 致：	Access to Information Officer Insurance Authority 19th Floor, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong		公開資料主任 保險業監管局 香港黃竹坑香葉道 41 號 19 樓	
Email: 電郵：	aio@ia.org.hk	Fax No.: 傳真：	3753 4119	
<p>Details of information requested, e.g. the type of information requested, date or period to which the information relates. Please be as specific as possible. It will help us understand clearly the information you are seeking. Please use a separate sheet if necessary.</p> <p>所需資料詳情，例如資料種類、資料日期或所涉及的期間。請盡量具體說明詳情，以便我們清楚知道你所需要的資料。如有需要，請另頁書寫。</p>				

Name 姓名 _____ Date 日期 _____

Signature 簽署 _____