



APPLICATION FOR ACCESS TO INFORMATION

(Please read the notes at the bottom before filling in.)

Applicant's Particulars

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|------------------------|----------------------------|-------------|---------|
| Name | Mr. Mrs. Ms. Miss | #HK I/D No. | () |
| Correspondence Address | | | |
| | Tel. No. | | Fax No. |

Fill in only if personal information is required

Information Requested

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| To: | Access to Information Officer University Grants Committee Secretariat 7/F, Shui On Centre 6-8 Harbour Road, Wanchai Hong Kong, China |
| 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.) | |
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Signature _____ **Date** _____

Notes

1. A charge reflecting the cost of reproducing the records concerned may be levied. The Secretariat will advise you in advance of any such charge.
2. You may be asked to provide additional information to help us meet your request. The Secretariat may not be able to process your application if you do not provide sufficient information.
3. The information provided will be used for processing your application for access to information. It may be divulged to other departments/agencies for the same purpose.
4. For correction of or access to personal data contained in this application, please contact the Access to Information Officer of the Secretariat.