



查閱東蓮覺苑檔案部檔案申請表

Application form for Access to Tung Lin Kok Yuen Archives

申請人請填妥「查閱東蓮覺苑檔案部檔案申請表」，將表格電郵至 archives@tlky.org。本苑檔案部將按照提供的申請以及檔案狀況，按既定程序處理申請。

Applicants are requested to complete the "Application form for Access to Tung Lin Kok Yuen Archives" and email the form to archives@tlky.org. TLKY Archives will process the application in accordance with the information provided and the condition of the archives, following established procedures.

(# 請在適當方格填上 ☒) / (刪去不適用者) (# Please tick the appropriate box(es) / (Delete where appropriate))

第一部分 - 申請人資料 Part 1 - Particulars of Applicant

申請人姓名：_____ (中文) 申請人姓名：_____ (英文)

Name (In Chinese) Name (In English)

香港身分證號碼/護照號碼：_____ 聯絡電話：_____ 電郵：_____

HK Identity Card / Passport No. Contact No E-mail

機構名稱：_____ (中文) 機構名稱：_____ (英文)

Name of Organization (In Chinese) Name of Organization (In English)

機構類別：	☐ 政府部門	☐ 教育機構	☐ 註冊慈善機構
Nature of Organization	Government Department	Educational Institute	Registered Charity Organization
	☐ 註冊非牟利機構	☐ 私人機構	☐ 其他（請列明）：_____
	Registered Non-Government Organization	Private Organization	Others (Please Specify)

地址：_____
Address _____

第二部分 - 申請查閱的資料及用途。(如填寫空間不足，請另附頁填寫)

Part 2 - Information required and usage (Please provide additional information in separate sheets if necessary)

第三部分 - 聲明 Part 3 - Declaration

- ✚ 此表格所填寫及呈交的資料由本人自願提供，已確定資料真確無誤。
- ✚ 本人明白東蓮覺苑檔案的版權乃屬東蓮覺苑所有，本人申請索取的資料只會用於獲批准的用途上。
- ✚ All the above particulars as well as the documents are provided in voluntary basis and I confirmed that they are complete and accurate.
- ✚ I understand that the copyright of all archives of Tung Lin Kok Yuen belongs to Tung Lin Kok Yuen, the requested information will only be used in the approved objective(s).

申請人姓名：_____

Name of the Applicant

申請人簽署：_____

Signature of the Applicant

團體印鑑：_____ (如適用)

Official Seal (if applicable)

日期：_____

Date

此欄由東蓮覺苑檔案部填寫 For Tung Lin Kok Yuen Archives Use Only

接受申請日期：_____

Application received on

☐ 接受 Accepted

☐ 拒絕 Rejected

經手人：_____

Processed by

批核人：_____

Approved by

日期：_____

Date

日期：_____

Date