

## 有關收集個人資料的目的

### 收集資料的目的

1. 你是在是項申請所提供的個人資料，香港特別行政區政府入境事務處會用作下列一項或多項的用途：—
  - (a) 根據《人事登記條例》(第 177 章) 及其附屬規例，辦理你申請登記及申請身份證事宜；
  - (b) 根據《陪審團條例》(第 3 章) 使高等法院司法常務官得以制定陪審員的臨時名單；
  - (c) 使選舉事務處得以核對選民登記冊資料；
  - (d) 根據《人事登記條例》(第 177 章) 及其附屬規例，行使權力和執行職務，包括按政務司司長根據《人事登記條例》第 11 條所作的書面批准披露資料；
  - (e) 實施／執行《入境條例》(第 115 章) 及《入境事務隊條例》(第 331 章) 的有關條文規定，以及履行入境管制職務，藉此協助其他政府決策局和部門執行其他法例和規例；
  - (f) 供政府決策局、部門或機構作統計及研究用途，但所得的統計數字或研究成果不會以識別各有關的資料當事人或其任何人的身份的形式提供；以及
  - (g) 供作法例規定、授權或准許的其他合法用途。

根據《人事登記條例》(第 177A 章)，登記人士必須提供其個人資料 (可選擇填報事項除外)。若你無合理辯解而沒有遵從有關法例規定，即會觸犯法例。此外，如果你未能提供充分個人資料，本處亦無法辦理你的申請。

### 資料轉交的類別

2. 為了上文第 1 段所述的目的，你在本表格內所提供的個人資料或會向其他政府決策局、部門或機構披露。

### 查閱個人資料

3. 根據《個人資料 (私隱) 條例》(第 486 章) 第 18 及 22 條以及附表 1 第 6 項原則，你有權查閱及改正你的個人資料。你的查閱權利包括在繳交有關費用後，索取你在本表格內所提供的個人資料的副本。

4. 如就本表格所收集的個人資料有任何查詢，包括查閱或改正有關資料，可向下列人員提出：—

新界將軍澳寶邑路六十一號  
入境事務處總部行政大樓一樓  
行政主任 (人事登記) 支援  
電話：2829 3429

### 查詢

5. 如有任何查詢，請瀏覽入境事務處網頁 [www.immd.gov.hk](http://www.immd.gov.hk)。你亦可致電查詢熱線 (2824 6111)，或以圖文傳真 (2877 7711) 或電郵 ([enquiry@immd.gov.hk](mailto:enquiry@immd.gov.hk)) 向入境事務處查詢及聯絡組提出。

第一摺 FIRST FOLD HERE

## Statement of Purpose

### Purpose of Collection

1. The personal data furnished in the application will be used by Immigration Department, the Government of the HKSAR for one or more of the following purposes:—
  - (a) to process your application for registration and application for an identity card under the Registration of Persons Ordinance (Chapter 177) and its subsidiary Regulations;
  - (b) to enable the Registrar of the High Court to compile a provisional list of jurors under the Jury Ordinance (Chapter 3);
  - (c) to enable the Registration and Electoral Office to verify the particulars in the electoral register;
  - (d) to exercise the powers and carry out the duties under the Registration of Persons Ordinance (Chapter 177) and its subsidiary Regulations including disclosure of information as permitted in writing by the Chief Secretary for Administration by virtue of section 11 of the Registration of Persons Ordinance;
  - (e) to administer/enforce relevant provisions of the Immigration Ordinance (Chapter 115) and Immigration Service Ordinance (Chapter 331), and to assist in the enforcement of any other Ordinances and Regulations by other government bureaux and departments through carrying out immigration control duties;
  - (f) to enable government bureaux, departments and other organisations to compile statistics for research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
  - (g) for any other legitimate purposes as may be required, authorised or permitted by law.

The provision of personal data (except optional items) is obligatory for registration under the Registration of Persons Regulations (Chapter 177A). Any person who without reasonable excuse, fails to comply with the statutory requirement shall be guilty of offences under the Ordinance. In addition, if you do not provide sufficient information, we would not be able to process your application.

### Classes of Transferees

2. The personal data you provide may be disclosed to government bureaux, departments and other organisations for the purposes mentioned in paragraph 1 above.

### Access to Personal Data

3. You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided in this form subject to payment of a fee.
4. Enquiries concerning the personal data collected by means of this form, including making of access and corrections, should be addressed to:—

Executive Officer (Registration of Persons) Support  
1<sup>st</sup> Floor, Administration Tower, Immigration Headquarters,  
61 Po Yap Road, Tseung Kwan O, New Territories  
Tel: 2829 3429

### Enquiries

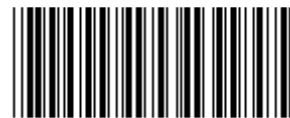
5. If you have any enquiry, please refer to the Immigration Department website: [www.immd.gov.hk](http://www.immd.gov.hk). You may also call our enquiry hotline at 2824 6111, or send your questions to our Information and Liaison Section by fax at 2877 7711 or email at [enquiry@immd.gov.hk](mailto:enquiry@immd.gov.hk).

第二摺 SECOND FOLD HERE

新界將軍澳  
寶邑路六十一號  
入境事務處總部行政大樓  
人事登記處處長

Commissioner of Registration  
Administration Tower, Immigration Headquarters,  
61 Po Yap Road,  
Tseung Kwan O,  
New Territories

請在此貼上郵票  
Affix stamp here



更改地址通知書  
NOTIFICATION OF CHANGE OF ADDRESS

致：人事登記處處長

To: Commissioner of Registration

有關本人、本人配偶和 18 歲以下的子女/受監護人<sup>△</sup> 地址的變遷，現填報如下：

I hereby report the change of residential address of myself, my spouse and my child(ren)/ward(s) <sup>△</sup> who is/are under the age of 18:

香港住址/通訊地址 (只適用於沒有香港住址的申請人) <sup>△</sup> Residential address in Hong Kong / Correspondence address (Only applicable to applicant without residential address in Hong Kong) <sup>△</sup>	聯絡電話號碼 # Contact telephone no. #
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	身份證號碼 Identity Card no.	姓名 Name	職業 # Profession / Occupation #	業務地址 (如有的話) # Business address (if any) #
本人 Myself	( )			
本人配偶 My spouse	( )			

注意：其他 18 歲或以上的家庭成員須另行遞交更改通知書

Note: Other family member(s) who aged 18 or above, should submit notification of change separately.

本人 18 歲以下的子女/受監護人 My child / ward aged below 18	( )			
	( )			
	( )			
	( )			
	( )			

	本人 Myself	本人配偶 My spouse
簽名 <sup>△</sup> Signature (s) <sup>△</sup>	<input type="text"/> @	<input type="text"/> @

日期 Date	
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<sup>△</sup> 刪去不適用者 Delete where inappropriate

# 可選擇填報 Optional item

<sup>△</sup> 18 歲或以上人士必須簽署作實方會被接納更改資料。 Signature is required for updating of change of particulars for person aged 18 or above.

<sup>@</sup> 如有關人士是已登記選民，且同意下述聲明，請在方格上劃上「✓」號：

本人是已登記的選民，我明白本人的個人資料（包括身份證號碼、中文姓名、中文姓名電碼、英文姓名、出生日期、性別、是否擁有香港居留權、住址及聯絡電話號碼）會轉交選舉事務處，由選舉事務處作核對選民登記冊內有關資料的用途。如選民登記冊內的有關資料須作更改，選舉事務處會另行通知本人相關的手續（包括須提交予選舉事務處更改登記資料的指明表格以及相關證明文件）。本人明白除非本人已另向選舉事務處提交一切所需的表格及相關證明文件，本人在選民登記冊內的登記資料並不會因是次通知而作出更改。

If the person concerned is a registered elector and consents to the following statement, please put a '✓' in the box:

I am a registered elector. I understand that my personal data (including identity card number, Chinese name, Chinese Commercial Code of the Chinese name, English name, date of birth, gender, whether has right of abode, address and contact telephone number) will be transferred to the Registration and Electoral Office (REO) for the purpose of verifying the relevant particulars in the electoral register by the REO. If any alteration of the particulars in the electoral register is required, the REO would separately inform me the relevant procedures (including the specified form on change of particulars and the relevant documentary proof that are required to be submitted to the REO). I understand that unless I have separately submitted all the required specified form and the relevant documentary proof to the REO, my registration particulars in the electoral register will not be changed due to this notification.

請在下項方格填上姓名及通訊地址

Please ENTER your name and postal address in the box below.

姓名 Name
地址 Address

注意：請將表格填妥，然後寄回人事登記處處長，或可交往任何一間人事登記辦事處。

Note: Please complete the form and return it to the Commissioner of Registration by post or in person to any of the Registration of Persons Offices.