

香港法例第 177A 章《人事登記規例》  
REGISTRATION OF PERSONS REGULATIONS, CAP. 177A

交回死者身份證通知書  
RETURN OF IDENTITY CARD OF DECEASED PERSON

致：人事登記處處長  
To: Commissioner of Registration

本人，即下述呈報人，現交回下列死者的身份證(如適用)及提交有關其死亡的資料：  
I, the informant, hereby return the identity card (if applicable) and inform you of the death of the following deceased person:

死者資料 Particulars of the Deceased	
姓名 Name	身份證號碼 Identity card no. _____ ( )
死亡日期* Date of death* 日 Day 月 Month 年 Year _____	死亡地點* Place of death*
其身份證 His/Her identity card <input type="checkbox"/> 現交回貴處取消 is returned herewith for cancellation <input type="checkbox"/> 已遺失 has been lost	
是否需要將已取消的身份證寄回呈報人？ Is it required to return the cancelled identity card to the Informant? <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
呈報人資料 Particulars of Informant	
姓名 Name	
身份證號碼 Identity card no. _____ ( )	與死者的關係 Relationship with the Deceased
聯絡地址 Correspondence address	日間聯絡電話號碼 Daytime contact telephone no.
簽署 Signature	日期 Date 日 Day 月 Month 年 Year _____

\* 請一併提供有關死者的死亡證明文件副本。若證明文件並非中/英文版本，請提供認可的中/英文翻譯本。  
\* The informant should submit a copy of the death certificate/document(s) of the deceased together with this form. If the certificate/document(s) is/are not in Chinese or English, please provide an official Chinese or English translation.

請於適當的方格內劃上「✓」號。 Please tick as appropriate.

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.

## 有關收集個人資料的目的

### 收集資料的目的

1. 呈報人在是項通知書所提供的個人資料會供香港特別行政區政府入境事務處作根據《人事登記條例》(第 177 章) 及其附屬規例，辦理你申請取消死者身份證事宜。

根據《人事登記規例》(第 177A 章)，任何人士管有死者的身份證，須在該死者死亡日期後 30 天內，交回人事登記處處長以作取消。任何人士若無合理辯解而沒有遵從有關規例規定，即會觸犯法例。就有關申請提供的個人資料純屬自願。若你未能提供足夠資料，本處可能無法辦理你的申請。

### 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，索取你在本通知書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

## Statement of Purpose

### Purpose of Collection

1. The personal data of the informant furnished in the form will be used by Immigration Department, the Government of the HKSAR to process your application for cancellation of identity card of the deceased person under the Registration of Persons Ordinance (Chapter 177) and its subsidiary Regulations.

According to the Registration of Persons Regulations (Chapter 177A), any person who has in possession of an identity card of a deceased person, shall deliver it to the Commissioner of Registration for cancellation within 30 days after the date of the death of the deceased. Any person who without reasonable excuse, fails to comply with the statutory requirement shall be guilty of offences under the Regulations. The provision of personal data in the process of your application is voluntary. If you do not provide sufficient information, we may not be able to process your application.

### Classes of Transferee

2. The personal data you provide may be disclosed to government bureaux, departments and other organisations for the purpose 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 in Schedule 1 to 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 correction request 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

請在此貼上郵票  
Affix stamp 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