



請填妥本表格第一部分並交回地圖銷售處職員處理。

Please return the form with Part I completed to the staff at map sales outlets for processing.

第一部分 Part I

本人/本公司* 遺失圖則訂單，現欲申請領回所訂貨品，本人/本公司* 謹提供以下資料：

I / We * confirm that I / we * have lost the Plan/Photo Printing Order Form of the following order and would like to collect the ordered product(s):

1. 購買日期# Date of Purchase#: _____

2. 收據編號 Receipt No. : _____

3. 圖則訂單上的資料 Information on Plan/Photo Printing Order Form

訂單編號 Order Form No. : _____

聯絡人 Contact Person : _____ 電話 Tel. No. : _____

貨品名稱 Product	數量 Quantity	金額 Amount (\$)
i.		
ii.		
iii.		
iv.		
總金額 Total Amount :		

* 請刪去不適用者。 Delete whichever is inappropriate.

測繪處一般只接受自購買日起計三個月內未領回的訂單申請。處方只會按個別情況酌情處理逾期的申請。 The Survey and Mapping Office only accepts applications for orders that have not been collected within three months from the date of purchase in general. Late applications will only be processed on a case-by-case basis.

第二部分 Part II

貨品已收妥。 Products have been collected.

(圖則訂單編號 Plan/Photo Printing Order No. : _____)

簽署 Signature : _____ 姓名 Name : _____ 日期 Date : _____

香港身份證號碼 (首四個號碼) HKID Card No. (First 4 digits) : _____ 機構名稱 Organization Name : _____

聯絡電話 Tel. No. : _____ 地址 Address : _____

內部專用 For Office Use Only

<input type="checkbox"/> Request entertained	Handled by : _____
<input type="checkbox"/> Request not entertained due to the following reason(s): _____	Rank / Post : _____
	Date : _____

請在適當的方格內 "√"。 Please "√" where applicable.

收集個人資料聲明：本表格所收集的個人資料僅供地政總署用於處理與本表格相關的事宜。提供個人資料純屬自願性質。若你未能提供所須個人資料，地政總署可能無法處理本次申請。在未取得你的同意前，地政總署不會把你的個人資料向第三者披露或轉移。你有權要求查閱及更改你在本表格中提供的個人資料。在香港法例第486章《個人資料(私隱)條例》第20條指定的情況下，地政總署或會拒絕查閱資料的要求。請透過以下方式向部門個人資料管制主任(經辦人:高級土地測量師/技術資訊)提出查閱或更改個人資料的要求。 電郵: smohq@landsd.gov.hk; 地址: 香港北角渣華道333號北角政府合署23樓地政總署測繪處。

Personal Information Collection Statement: The personal data collected in this form will only be used by Lands Department for the purposes directly related to the handling of your submission made in this form. The provision of your personal data is voluntary. If you do not provide personal information, Lands Department may not be able to process your application. The personal data collected in this form will not be disclosed or transferred to any other third parties without your prior consent. You have the right to request access to and correction of your personal data provided in this form. Please note that we may refuse to comply with a data access request in the circumstances specified in section 20 of the Personal Data (Privacy) Ordinance (Cap. 486). Your requests should be made to the Departmental Personal Data Controlling Officer (Attn: Senior Land Surveyor/Technical Information). Email: smohq@landsd.gov.hk; Address: Survey and Mapping Office, Lands Department, 23/F North Point Government Offices, 333 Java Road, North Point, Hong Kong.