



金管局資訊中心 HKMA INFORMATION CENTRE

地址 Address 香港中環金融街8號國際金融中心2期55樓 55/F Two IFC, 8 Finance Street, Central, Hong Kong
電話 Tel (852) 2878-1111 傳真 Fax (852) 2147-9408 電郵 Email Info_Centre@hkma.gov.hk

收表日期 Application received on	備註 Remarks	本中心專用 For Official Use
_____	<input type="checkbox"/> Application ACCEPTED Confirmation letter issued on _____ Visitor name list to be received on _____	
	<input type="checkbox"/> Application NOT ACCEPTED Rejection issued on _____	

團體參觀申請表 Application for Group Visit¹

填寫本表前請先細閱附頁之「訪客守則」。Please refer to the attached "Code of Conduct for Visitors" before filling in this form.

申請團體名稱：_____

Name of organisation : _____

地址 Address : _____

團體職員姓名 Name of staff : _____

電話 Tel : _____ / 手機 Mobile : _____

傳真 Fax : _____ / 電郵 Email : _____

參觀日負責人姓名 Name of officer-in-charge on the date of visit : _____

參觀日負責人手機號碼 Mobile No. of officer-in-charge on the date of visit : _____

參觀日期 Date of Visit : _____ (Mon / Tue / Wed / Thu / Fri / Sat)

參觀時間 Time of Visit : 10:30 am – 11:30 am 11:30 am – 12:30 pm (星期一至六 Mon to Sat)
 2:30 pm – 3:30 pm 3:30 pm – 4:30 pm (星期一至五適用 Mon to Fri only)

導賞服務 Guided tour service: 需要 Required 不需要 Not required²

語言選擇 Language preferred: 粵語 Cantonese 英語 English 普通話 Putonghua

參觀人數 No. of visitors : _____ 隨行職員人數 No. of staff : _____

- 學生 Students (年級 Grade : _____) 成人 Adult 長者 Senior
 傷殘 Disabled / 殘疾人士 Handicapped (輪椅數目 No. of wheelchairs: _____)(最多10部 max. 10 nos.)
 其他 Others (請註明 Please specify : _____)

團體主管姓名 Name of person-in-charge : _____ 日期 Date : _____

簽署及團體印鑑 Signature and Organisation Chop : _____

¹ 本館為學校、大學及非牟利組織提供團體導賞服務(每團最多30人)。若團體人數超過30位，必須預先得到金管局同意及安排。
We offer guided tours for visitors (max. 30 persons each group) from schools, universities and non-profit-making organisations. Guided tours for groups of over 30 visitors are subject to the agreement and arrangements by the HKMA.

² 訪客或團體職員請勿自行在中心內安排導賞服務。
Visitors or staff of other organisations should not arrange guided tours on their own.

收集個人資料聲明 Personal Information Collection Statement:

我們向閣下收集的資料將會用作處理閣下的申請和統計本中心的整體參觀數據。金管局會按照跟進工作的需要，將有關資料保留一段適當的時間。除了為《個人資料（私隱）條例》所允許的目的（例如為防止或偵查罪案）外，金管局不會以任何足以令金管局以外的任何人士辨別閣下身分的形式，向其他人士透露閣下所提供的任何資料。閣下有權要求查閱和更正本局持有關於閣下的資料。如閣下希望行使這項權利，請電郵至 hkma@hkma.gov.hk。

The information collected from you will be used for the purposes of processing your application and compiling aggregate statistics about visits of the Information Centre. We will retain the information collected from you through this application form only for the period necessary to complete any follow-up action. No information we receive from you will be disclosed by us to any party outside the HKMA in a form that would identify you, except for the purposes permitted under the Personal Data (Privacy) Ordinance, such as the prevention or detection of crime. You have the right to request access to, and correction of, information about you held by us. If you wish to exercise this right, please send email to hkma@hkma.gov.hk.

訪客守則

金管局資訊中心是供進行研究、教育及閱讀的場所。本訪客守則是要確保使用中心的人士能順利進行上述活動。

1. 訪客進場前，必須在國際金融中心二期地下金管局大堂的接待處登記。在辦理登記手續時，接待處人員可能會要求訪客出示身份證明文件。
2. 資訊中心內只可閱讀中心所收藏的書籍、報刊及其他資料。
3. 除自中心購買的書籍或其他資料外，不得將中心的藏書及其他資料帶離中心。
4. 請小心使用中心的藏書及物品，切勿塗污或損毀。
5. 除有需要與中心職員討論外，訪客在圖書館內請保持安靜，並應避免騷擾中心內其他訪客及使用人士。
6. 訪客在進入中心前請將手提電話及其他電子音響設備關掉或設定為靜音模式。
7. 中心內嚴禁吸煙。
8. 中心內不准飲食。
9. 訪客請勿攜帶大件行李或手提袋到中心。為保安緣故，訪客的手提袋或隨身物品可能會被搜查。
10. 訪客遇有不適、意外或緊急事故，應通知中心職員。
11. 圖書館內的書籍、報刊及其他資料在使用完畢後應放置於館內的收集車內，訪客請勿自行將藏書及其他資料放回架上。
12. 圖書館內不准拍照。訪客可在展覽館內拍照，但不得使用閃光燈或三腳支架。
13. 展覽館內所有原創材料的知識產權均屬於金管局。除非金管局事先批准，否則一律禁止複製展覽館內的材料及利用該等材料作簡介資料之用。
14. 訪客如未能遵守本守則，可能會被要求離開中心。
15. 若懸掛 8 號或以上熱帶氣旋警告信號，或即將懸掛該等信號，中心將會關閉。金管局有權在緊急情況下，或基於安全或其他理由關閉中心。中心可能會在短時間內關閉而無法事先作出通知。如有需要，中心會在金管局地下大堂張貼關閉告示，並於金管局網站發出有關通知。

Code of Conduct for Visitors

The HKMA Information Centre is a place for research, teaching and study. This Code of Conduct is drawn up for visitors to ensure that these activities can be carried out effectively.

1. All visitors have to be registered with the Concierge Desk located in the HKMA lobby at the G/F of Two IFC. Visitors may also be asked to provide an identity proof when registering to visit the Centre.
2. Only materials from the Information Centre may be used in the Centre.
3. No books or other materials may be removed from the Centre unless purchased from the Centre.
4. Books and other materials should be handled with care and should not be marked or damaged in any way.
5. Visitors should observe silence in the Library except for necessary discussions with Information Centre staff. Visitors should avoid causing disturbance or disruption to other visitors and users of the Centre.
6. Mobile telephones and other audio-electronic equipment should be switched off or set to silent mode before entering the Centre.
7. Smoking is prohibited in the Centre.
8. Food and drink may not be brought into the Centre.
9. Visitors should avoid bringing heavy luggage or bags to the Centre. Bags or belongings may be searched for security reasons.
10. Visitors should report to staff in case of sickness, accident or emergency.
11. Library materials should be left on the trolley in the Library after use for reshelving. Visitors should not reshelve the materials themselves.
12. Photographs may be taken in the Exhibition Area but not in the Library. No flash or tripod may be used.
13. The intellectual property rights to all original materials in the Exhibition Area belong to the HKMA. Reproduction and presentations using the materials in the Exhibition Area are prohibited unless prior approval has been given by the HKMA.
14. Visitors who fail to observe this code may be asked to leave the Centre.
15. The Centre will be closed when the tropical cyclone warning signal No. 8 or above is hoisted, or is about to be hoisted. The HKMA reserves the right to close the Centre in case of emergency, or in the interests of safety, or for any other reason. Such closures may be at short notice. A notice about the closure will be posted in the HKMA G/F lobby and on the HKMA website when necessary.