



香港九龍荔枝角荔灣道 19 號荔枝角政府合署 805 室
Room 805, Lai Chi Kok Government Offices, 19 Lai Wan Road, Lai Chi Kok, Kowloon, Hong Kong

國際標準書號 (ISBN)申請表
International Standard Book Number (ISBN) Application Form

1. 請先參閱《國際標準書號(ISBN)申請須知》。Please read the “Notes on Application for International Standard Book Number (ISBN)” before completion.
2. 除持有電子證書的出版者外，所有出版者均須將ISBN申請表郵寄或親身送交書刊註冊組，其地址見左上角。Except those who hold the e-Cert, all publishers are required to submit their ISBN application Forms **by post or in person** to the Books Registration Office whose address is shown above.
3. 請以正楷填寫。Please complete in **BLOCK LETTERS**.

出版者名稱* / 姓名 Name of publisher* (*包括公司、機構或個人出版者 Include company, organisation or individual publisher)		
中文名稱 Name in Chinese	英文名稱 Name in English	
香港地址 Address in Hong Kong		
<p>註：公司／機構出版者必須填報商業登記證（有效期最少三個月）或社團註冊證明書上的地址，並把該登記證／證明書副本連同本表格一併遞交。</p> <p>Note: For company/organisation publishers, please fill in the address shown on Business Registration Certificate (valid for at least three months) or Certificate of Registration of a Society. A copy of the certificate must be submitted together with this form.</p>		
中文地址 Address in Chinese		
英文地址 Address in English		
香港電話號碼 Tel. No. in Hong Kong	香港傳真號碼 Fax No. in Hong Kong	聯絡人 Contact person
電郵地址 E-mail address	將出版的書目 Forthcoming title to be published	預計出版日期 (月/年) Estimated date of publication (mm/yy)
<p>聲明 Undertaking</p> <p>我／我們同意按照《書刊註冊條例》（第 142 章）第 3(1)條的規定，在每本新書於香港出版、印刷或製作後一個月內，把該書五本免費送交書刊註冊組作註冊之用。</p> <p>I/We agree to, in compliance with Section 3(1) of the Books Registration Ordinance (Cap. 142), deliver FIVE copies of every new book to the Books Registration Office free of charge for registration within one month after it is published, printed, or produced in Hong Kong.</p> <p>出版者負責人簽署 Signature of person-in-charge of the publisher</p> <p>----- (如屬公司／機構，請加蓋印章) (with company/organisation chop, if applicable)</p> <p>姓名 Name</p> <p>日期 Date</p>		<p>書刊註冊組專用 For Official Use Only</p>

國際標準書號(ISBN)申請表
收集個人資料聲明

申請人在本表格內提供個人資料與否，純屬個人意願。如果提供的資料不足，書刊註冊組可能無法處理是項申請。

收集目的

1. 你在本表格內提供的個人資料，只會作下列用途：
 - (a) 供存檔記錄；以及
 - (b) 向國際標準書號總部(International ISBN Agency)提供資料，以製作“Publishers’ International ISBN Directory”。

接受資料轉交的機構

2. 為上文第 1(b)段所述目的，書刊註冊組會把你在本表格內提供的個人資料轉交國際標準書號總部。

查閱個人資料

3. 根據《個人資料（私隱）條例》（第 486 章）第 18 條、第 22 條和附表 1 內第 6 原則的規定，你有權查閱和改正所提供的個人資料。

查詢

4. 如對本表格收集的個人資料有疑問，包括要求查閱和改正資料，請與書刊註冊組聯絡。

地址：香港九龍荔枝角荔灣道19號荔枝角政府合署805室（港鐵美孚站C出口）
電話：2180 9145/ 2180 9146/ 2742 8981
傳真：2180 9841

辦公時間

星期一至五	上午8時45分至下午1時 下午2時至6時
星期六、日和公眾假期	休息

International Standard Book Number (ISBN) Application Form
Personal Data Collection Statement

The provision of personal data in this form is voluntary. If you do not provide sufficient information, the Books Registration Office (BRO) may not be able to process your application.

Purpose of Collection

1. The personal data provided in this form will be used for:
 - (a) record purposes; and
 - (b) supplying information to the International ISBN Agency for compiling the “Publishers’ International ISBN Directory”.

Classes of Transferees

2. The personal data provided in this form may be transferred to the International ISBN Agency for the purpose mentioned in paragraph 1(b) above.

Access to Personal Data

3. You have a right to request access to and correction of your personal data provided in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486).

Enquiries

4. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the BRO.

Address: Room 805, Lai Chi Kok Government Offices, 19 Lai Wan Road, Lai Chi Kok, Kowloon, Hong Kong
(Exit C, MTR Mei Foo Station)
Tel. No.: 2180 9145/ 2180 9146/ 2742 8981
Fax No.: 2180 9841

Office Hours

Monday to Friday	8:45 am – 1:00 pm 2:00 pm – 6:00 pm
Saturday, Sunday and Public Holiday	Closed



國際標準書號(ISBN)申請須知

1. 為出版書籍編配 ISBN (書號) 並非香港的法定要求，亦與版權無關。
2. 申請費用全免，書號不設限期，但不得重複使用。
3. 根據國際標準書號總部(International ISBN Agency)的指引，編配書號應以出版者的營運地點為準。因此，書刊註冊組發出的書號只供在香港營運的出版者使用，不應編配予在香港境外，包括中國內地和海外出版的書籍。
4. 公司／機構必須填報其商業登記證(由香港稅務局發出)或社團註冊證明書(由香港警務處警察牌照課發出)上的香港地址，並提交該登記證／證明書的副本以資證明。此外，還可能需要提交額外的營運地址證明。
5. 如申請者提交的文件齊備、資料正確，書號一般會在 3 至 4 個工作天內郵寄至申請表上填報的香港地址。
6. 書刊註冊組發出的書號數量，視乎出版者的實際需要(如出版進度)和以往的出版／書刊註冊記錄而定。一般來說，每宗申請會發出不少於十個書號。如所持有的書號已使用約七成，而有關書籍亦已按照《書刊註冊條例》(第 142 章)的規定送交書刊註冊組註冊，則出版者可申請下一批書號，申請辦法與首次申請相同。
7. 書號如編配予非印刷類刊物(如電子書、有聲書)，出版者必須以書面形式通知書刊註冊組。詳情可向書刊註冊組查詢。
8. 書號並不適用於報章、雜誌和期刊。該等刊物通常使用國際標準刊號(ISSN)，詳情可瀏覽網址www.issn.org (只提供英文網頁)。
9. 書號不得轉讓。書刊註冊組發出的書號只供申請者使用。書籍上刊印的書號和出版者必須與書刊註冊組的記錄相符。
10. 資料如有更改，必須以書面形式通知書刊註冊組。如所更改的是公司／機構業務名稱或營業地址，必須提交更新的商業登記證／社團註冊證明書副本。
11. 如有需要，可參考下列網址:

國際標準書號總部 (International ISBN Agency) : <http://www.isbn-international.org/faqs/view/5> (只提供英文網頁)

香港公共圖書館書刊註冊組: http://www.hkpl.gov.hk/tc_chi/books_reg/books_reg_isbn/books_reg_isbn.html



Notes on Application for International Standard Book Number (ISBN)

1. The assignment of ISBN to published books is not a statutory requirement in Hong Kong, nor is it related to or associated with copyright ownership.
2. No application fee is required. ISBNs carry no expiry dates but are not to be reused.
3. According to the guidelines from the International ISBN Agency, ISBNs should be assigned on the basis of the operation locations of publishers. As such, the ISBNs issued by BRO are for use by publishers operating in Hong Kong only and should not be assigned to books published outside Hong Kong, including Mainland China and overseas.
4. A company/organisation should provide its address in Hong Kong as shown on its Business Registration Certificate (issued by the Inland Revenue Department, Hong Kong) or Certificate of Registration of a Society (issued by the Police Licensing Office, Hong Kong Police Force) and furnish a copy of the certificate as proof. Besides, it may also be required to furnish supplementary proof of operation address.
5. In general, the ISBNs will be sent by post within 3 to 4 working days to the Hong Kong address specified in the application form, provided that the documents and information submitted by the applicant are in order and complete.
6. The quantity of ISBNs to be issued by the BRO depends on the publisher's actual needs (e.g. publishing progress) and track records of books registration. In general, at least 10 ISBNs will be issued under one application. When about 70% of the ISBNs owned by a publisher have been used, and the books have been duly delivered to the BRO for registration in accordance with the Books Registration Ordinance (Cap. 142), the publisher may apply for the next batch of ISBNs following the same procedure as the first application.
7. If any ISBNs are assigned to non-print publications (e.g. e-books and audio books), the publisher should notify the BRO in writing. Please contact the BRO for more details.
8. ISBNs are inapplicable to newspapers, magazines and periodicals, which fall under the International Standard Serial Number (ISSN) system. For details, visit the ISSN website at www.issn.org.
9. ISBNs are non-transferable. The ISBNs issued by the BRO are for use by the applicant only. The ISBN and the corresponding publisher printed on a book should match with BRO records.
10. Written notification should be sent to the BRO for any change of particulars. In the case of change of business name or address of a company/organisation, a copy of the updated Business Registration Certificate/Certificate of Registration of a Society should be furnished.
11. If necessary, please visit the following website for reference:
International ISBN Agency:
www.isbn-international.org/faqs/view/5
Books Registration Office, Hong Kong Public Libraries:
http://www.hkpl.gov.hk/english/books_reg/books_reg_isbn/books_reg_isbn.html