

Books Registration Office
Leisure and Cultural Services Department
Room 805, 8/F., Lai Chi Kok Government Offices
19 Lai Wan Road, Lai Chi Kok
Kowloon, Hong Kong
(Exit C, MTR Mei Foo Station)

Date :

Dear Sir/Madam,

International Standard Book Numbers
Application for Publisher's Prefix

I wish to apply on behalf of the following firm for joining the ISBN System and for the assignment of a publisher's prefix. Please find below the relevant information for your reference: -

Name of Firm (English) : _____

(Chinese, if any) : _____

Address* : _____
(as appeared on the Business Registration Certificate)*

Telephone Number : _____

Fax. Number : _____

E-Mail Address : _____

Title of the Forthcoming Book : _____

Date of Publication
of the Forthcoming Title : _____

Contact Person : _____

We agree to report any ISBN used to the Books Registration Office and to submit five copies of each title for registration under the Books Registration Ordinance.

Yours faithfully,

(_____)

Manager / Proprietor
Name, Signature and Company Chop

Remarks : Please complete the application form and the enclosed copy of publisher specialities and return together with a photocopy of the Business Registration Certificate of your company.

Personal Data (Privacy) Ordinance
(Application Form for Publisher's Prefix)

Purpose of Collection

1. The personal data collected by means of this form will be used by the Books Registration Office, Leisure and Cultural Services Department for the following purposes :
 - (a) for record purpose;
 - (b) for supplying to the International ISBN Agency for publishing the Publishers' International ISBN Directory.

The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application.

Classes of Transferees

2. The personal data you provide by means of this form will be disclosed to the International ISBN Agency for the purpose mentioned in paragraph 1 (b) above.

Access to Personal Data

3. You have a right of access and correction with respect to personal data as provided in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this form.

Enquiries

4. Please address your enquiries concerning the personal data collected by means of this form, including making of access and corrections to :

Ms Joyce YICK
Books Registration Office
Hong Kong Public Libraries
Leisure and Cultural Services Department
Room 805, 8/F., 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
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

To : Books Registration Office
Leisure and Cultural Services Department
Room 805, 8/F., Lai Chi Kok Government Offices, 19 Lai Wan Road, Lai Chi Kok, Kowloon.

致 : 九龍荔枝角荔灣道19號荔枝角政府合署8樓805室
康樂及文化事務署書刊註冊組

Publisher Specialities 出版社專長

The specialities of our company are as follows :
本公司的出版專長如下 :

- | | | | | | |
|--------------------------|--|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | 020 Encyclopedias,
Reference Books
and Directories
百科全書, 參考
書及指南 | <input type="checkbox"/> | 200 Religion and
Theology
宗教及神學 | <input type="checkbox"/> | 600 Technology
應用科學 |
| <input type="checkbox"/> | 030 Textbooks 課本 | <input type="checkbox"/> | 300 Social Sciences,
Sociology
社會科學 | <input type="checkbox"/> | 640 Medicine 醫藥 |
| <input type="checkbox"/> | 035 Children's and
Juvenile Books
兒童及少年讀物 | <input type="checkbox"/> | 330 Law 法律 | <input type="checkbox"/> | 700 Arts 藝術 |
| <input type="checkbox"/> | 050 CD-ROM,
Software and
Computer Books
光碟, 軟件
及電腦書 | <input type="checkbox"/> | 360 Industry, Business
and Management
工商及管理 | <input type="checkbox"/> | 800 Recreation,
Hobbies
娛樂及遊藝 |
| <input type="checkbox"/> | 055 Audio-Visual
Materials
視聽資料 | <input type="checkbox"/> | 400 Literature and
Languages
語言及文學 | <input type="checkbox"/> | 850 Home Economics
and Cooking
家政及烹飪 |
| <input type="checkbox"/> | 100 Philosophy 哲學 | <input type="checkbox"/> | 410 Fiction 小說 | <input type="checkbox"/> | 870 Photography 攝影 |
| | | <input type="checkbox"/> | 440 Comics 漫畫 | <input type="checkbox"/> | 880 Travel and
Tourism 旅遊 |
| | | <input type="checkbox"/> | 500 Natural Sciences
自然科學 | <input type="checkbox"/> | 900 History 歷史 |
| | | | | <input type="checkbox"/> | 910 Geography 地理 |
| | | | | <input type="checkbox"/> | 920 Maps and Atlas
地圖 |

Signature :

簽名

(Manager/Proprietor)

〔 經理 / 負責人 〕

Name :

姓名

(In Block Letters)

〔 請用正楷填寫 〕

Company Name & Chop :

公司名稱及印鑑

Date :

日期

- Please tick in the appropriate box (Please select **3** subjects at most)
請在適當之空格內加上「✓」號 (請最多揀選三項)