



書刊註冊表格
Books Registration Form

1. 請以**正楷**填寫，並一式**兩份**遞交。Please complete in **BLOCK LETTERS** and submit in **DUPLICATE**.
2. 除持有電子證書的出版者外，所有出版者均須將書刊註冊表格**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 the Books Registration Forms **by post or in person** to the Books Registration Office whose address is shown above.
*刪去不適用者 Delete as appropriate

(1) 擬註冊刊物 Publication to be registered

*書籍／雜誌名稱 Title of *book/magazine		
*作者／譯者／編者（使用筆名者須同時填報真實姓名） * Author / Translator / Editor (Pseudonyms must be supplemented by real names (surnames first))	每年出版期數（只適用於雜誌） No. of issues a year (for magazine only)	定價 Published price
	版次 Edition	印刷完竣日期 Date of press
出版語言 Language(s) of publication	裝訂形式 Binding format *平裝／精裝／其他（請說明） *paperback/hardcover/others (please specify)	

(2) 出版者 Publisher

名稱／姓名 Name	香港地址 Address in Hong Kong	
香港電話號碼 Tel. No. in Hong Kong	香港傳真號碼 Fax No. in Hong Kong	電郵地址 E-mail address

(3) 印刷商 Printer

名稱 Name	地址 Address	電話號碼 Tel. No.
---------	------------	---------------

(4) 國際標準書號 ISBN (如適用 If applicable) **(5) 國際標準刊號 ISSN (如適用 If applicable)**

書籍 Book	9	7	8	-	9	-	-	-	-
套裝／附件 Set/Accompanying material	9	7	8	-	9	-	-	-	-

現按照《書刊註冊條例》（第 142 章）第 3(1)條的規定，隨本表格夾附上述刊物**五本**作註冊之用。
In compliance with Section 3(1) of the Books Registration Ordinance (Cap. 142), **FIVE copies** of the publication specified above are submitted herewith for registration.

<p>*出版者／印刷商負責人簽署 Signature of person-in-charge of the *publisher/printer</p> <p>.....</p> <p>（如屬公司／機構，請加蓋印章） (with company/organisation chop, if applicable)</p> <p>姓名 Name 日期 Date 聯絡人 Contact person 電話號碼 Tel. No.</p>	<p>書刊註冊組專用 For Official Use Only</p> <p>上述刊物已收妥並完成註冊。 The copies of the publication specified above have been received and registered.</p> <p>圖書館館長／書刊註冊組 Librarian/Books Registration Office 日期 Date</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>香港回郵地址 Correspondence address in Hong Kong (供註冊完畢後寄回表格副本用 For returning a copy of this form after registration) 公司／機構 Company/Organisation: 聯絡人 Contact person: 地址: Address:</p>	備註 Notes
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------

書刊註冊表格
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) 在《香港特別行政區政府憲報第 4 號特別副刊》刊登印刷商／出版者名稱及地址。

接受資料轉交的部門

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政府物流服務署。

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

Books Registration 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) publishing the names and addresses of printers/publishers in the “Special Supplement No. 4 to the Government of the Hong Kong Special Administrative Region Gazette”.

Classes of Transferees

2. The personal data provided in this form may be transferred to the Government Logistics Department and 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