



康樂及文化事務署
香港公共圖書館書刊註冊組
Books Registration Office, Hong Kong Public Libraries
Leisure and Cultural Services Department

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

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

1. 在填寫本表格前，請先參閱《國際標準書號申請須知》。Please read the “Notes on Application for International Standard Book Number (ISBN)” before filling in this form.
2. 請以**正楷**填寫。Please complete this form 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)		
中文名稱/姓名 Name in Chinese	英文名稱/姓名 Name in English	
香港地址 Address in Hong Kong		
<p>註：出版書籍的公司/機構必須填報在商業登記證（有效期最少三個月）或社團註冊證明書所示的地址，本表格須連同商業登記證或社團註冊證明書副本乙份一併遞交。</p> <p>Note: For companies/organisations, please fill in the address as shown on the Business Registration Certificate (valid for at least three months) or the 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	出版書籍名稱 Title of the book to be published	預計出版日期（月/年） Expected date of publication (mm/yy)
<p>承諾書 Undertaking</p> <p>我/我們承諾遵照《書刊註冊條例》（第 142 章）第 3(1)條的規定，在新書刊於香港出版、印刷或製作後一個月內，把該書刊五本免費送交書刊註冊組作註冊之用。</p> <p>I/We undertake, in compliance with the requirements of Section 3(1) of the Books Registration Ordinance (Cap. 142), to deliver to the Books Registration Office free of charge FIVE copies of the new book for registration within one month after it is published, printed or produced in Hong Kong.</p> <p>出版者的負責人簽署 Signature of person-in-charge of the publisher</p> <p>----- (如屬公司/機構，請加蓋印章) (Company/organisation chop, if applicable)</p> <p>姓名 Name</p> <p>日期 Date</p>		<p style="text-align: center;">書刊註冊組專用 For Official Use Only</p>

收集個人資料聲明

如未能提供完整或準確的資料，書刊註冊組可能無法處理你的申請。

收集資料的目的

1. 在本表格提供的個人資料只會作下列一項或多項用途：
 - (a) 處理申請；
 - (b) 記存檔案；以及
 - (c) 向國際標準書號總部(International ISBN Agency)提供資料，以供編製《出版者國際 ISBN 目錄》(“Publishers’ International ISBN Directory”)。

接受資料轉交的機構

2. 為達到上文第 1(c)段所述目的，書刊註冊組會把你在本表格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 第 6 原則的規定，你有權要求查閱和改正在本表格提供的個人資料。你的查閱權包括索取有關資料的副本，但須按康樂及文化事務署的規定繳付所需費用。

查詢

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

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

Personal Data Collection Statement

The Books Registration Office may not be able to process your application if the information provided is incomplete or inaccurate.

Purpose of Collection

1. The personal data provided in this form will be used for one or more of the following purposes:
 - (a) processing the application;
 - (b) record purpose; and
 - (c) supplying information to the International ISBN Agency for the compilation of 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(c) above.

Access to Personal Data

3. You have the right to request access to and correction of the personal data provided in this form in accordance with Sections 18 and 22 of and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). Your right of access includes the right to obtain a copy of such data subject to a charge as prescribed by the Leisure and Cultural Services Department.

Enquiries

4. Please contact the staff of the Books Registration Office if you have enquiries concerning the personal data collected by means of this form, including the making of access and corrections.

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



國際標準書號申請須知

1. 為出版書籍編配國際標準書號（簡稱「書號」）並非香港的法定要求，亦與版權擁有權無關。
2. 申請不收費。書號沒有使用期限，但不得重用。
3. 申請方法：
 - i 公司／機構
把以下文件郵寄或親身送交書刊註冊組：
 - (a) 已填妥的「國際標準書號申請表」正本乙份；以及
 - (b) 商業登記證（有效期最少三個月）或社團註冊證明書副本乙份。
 - ii 個人
攜同香港身份證正本親身到書刊註冊組提交申請表。
持有電子證書的出版者可用電子方式向書刊註冊組提交申請。
4. 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營運所在地為準。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（包括內地和海外地方）出版的書籍。
5. 申請書號的公司／機構必須填報在商業登記證（由稅務局簽發）或社團註冊證明書（由香港警務處警察牌照課簽發）所示的香港地址，並提交登記證／證明書的副本以資證明。此外，申請者或需額外提交營運地址證明。
6. 如申請者提交的文件齊備、資料正確，書號一般會在三至四個工作天內郵寄至申請表填報的香港地址。
7. 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，則出版者可循上述程序申請另一批書號。
8. 書號如編配予非印刷類刊物（如電子書和有聲書），出版者應以書面通知書刊註冊組。詳情可向書刊註冊組查詢。
9. 書號不適用於報章、雜誌和期刊。該等刊物通常使用國際標準期刊號，詳情可瀏覽國際標準期刊號的網址 <http://www.issn.org>（只有英文版）。
10. 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資料，須與書刊註冊組的記錄相符。
11. 資料如有更改，申請者應以書面通知書刊註冊組。如更改公司／機構業務名稱或營業地址，應向書刊註冊組提交最新的商業登記證／社團註冊證明書副本乙份。
12. 如需參考資料，請瀏覽以下網址：
國際標準書號總部（只有英文版）－
<http://www.isbn-international.org/>
香港公共圖書館書刊註冊組－
<http://www.hkpl.gov.hk/>



Notes on Application for International Standard Book Number (ISBN)

1. The assignment of ISBNs 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 have no expiry dates, but they cannot be reused.
3. How to apply for ISBNs?
 - i Company/Organisation
The applicant should submit the following documents to the Books Registration Office (BRO) by post or in person:
 - (a) original of a completed International Standard Book Number (ISBN) Application Form; and
 - (b) a copy of Business Registration Certificate (valid for at least three months) or Certificate of Registration of a Society
 - ii Individual
The applicant should bring along his/her original Hong Kong Identity Card and submit the application in person to the BRO.

Publishers holding an e-Cert may submit electronic applications to the BRO.
4. According to the guidelines of the International ISBN Agency, ISBNs are assigned based on where the publisher operates its business. The ISBNs issued by the BRO are for use by publishers operating in Hong Kong only and should not be assigned to books published outside Hong Kong, including the Mainland and overseas.
5. The company/organisation applying for ISBNs should provide the Hong Kong address as shown on the Business Registration Certificate (issued by the Inland Revenue Department) or Certificate of Registration of a Society (issued by the Police Licensing Office of the Hong Kong Police Force) and furnish a copy of the certificate as proof. The applicant may also be required to provide supplementary proof of its operation address.
6. In general, the ISBNs will be sent by post within three to four 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.
7. The quantity of ISBNs to be issued by the BRO depends on the actual needs of the applicant (e.g. publishing progress) and track records of book registration. Generally speaking, at least 10 ISBNs will be issued for each application. A publisher may follow the above procedures to apply for another batch of ISBNs when about 70% of the ISBNs in the previous allocation have been used and the books have been duly delivered to the BRO for registration in accordance with the Books Registration Ordinance (Cap. 142).
8. If 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.
9. ISBNs are not applicable to newspapers, magazines and periodicals, which fall under the International Standard Serial Number (ISSN) system. For details, please visit the ISSN website (<http://www.issn.org>).
10. ISBNs are non-transferable. The ISBNs issued by the BRO are for applicant's use only. The ISBN and the corresponding publisher printed on a book should match with records of the BRO.
11. Any change of particulars should be notified to the BRO in writing. If a company/organisation changes its business name or address, a copy of the updated Business Registration Certificate/Certificate of Registration of a Society should be sent to the BRO.
12. Please visit the following website for reference:
International ISBN Agency -
<http://www.isbn-international.org/>
Books Registration Office of the Hong Kong Public Libraries -
<http://www.hkpl.gov.hk/>