



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

## 書刊註冊表格 Books Registration Form

請以**正楷**填寫下列各項，並遞交表格一式**兩份**。Please complete the following items in **BLOCK LETTERS** and submit in **DUPLICATE**.

\* 請刪去不適用者 Please delete whichever is inapplicable  請在適當方格內填上「✓」號 Please tick the appropriate box

<b>(1) 擬註冊刊物 Publication to be registered</b>			
*書籍／雜誌名稱 Title of the *book/magazine			
*作者／譯者／編者（如使用筆名須同時填寫真實姓名） *Author (s)/ Translator (s)/ Editor(s) (If a pseudonym is used, the real name (surname first) should also be provided)	每年出版期數（只適用於雜誌） No. of issues per year (for magazines only)	<input type="checkbox"/> 售賣品 For sale <input type="checkbox"/> 非賣品 Not for sale	
	版次 Edition	定價 Published price	
印刷完成日期 Date of press			
出版語言 Language(s) of publication	裝訂方式：*平裝／精裝／其他（請註明） Binding format: *Paperback/ Hardcover/ Others (please specify)		
類別（請參閱背頁的「書刊註冊申請須知」，並選擇下列其中一項）Classifications (please refer to "Notes on Application for Books Registration" overleaf and choose one of the items below):			
<input type="checkbox"/> 哲學 Philosophy	<input type="checkbox"/> 心理勵志 Psychology and Inspiration	<input type="checkbox"/> 宗教 Religion	
<input type="checkbox"/> 科學與技術 Science and Technology	<input type="checkbox"/> 醫藥衛生 Medicine and Hygiene	<input type="checkbox"/> 生活百科 Lifestyle	
<input type="checkbox"/> 商業與管理 Business and Management	<input type="checkbox"/> 社會科學 Social Sciences	<input type="checkbox"/> 歷史 History	
<input type="checkbox"/> 地理與旅遊 Geography and Travel	<input type="checkbox"/> 傳記 Biography	<input type="checkbox"/> 語言 Language	
<input type="checkbox"/> 文學 Literature	<input type="checkbox"/> 小說 Fiction	<input type="checkbox"/> 藝術 Arts	
<input type="checkbox"/> 兒童及青少年讀物 Books for Children and Youth	<input type="checkbox"/> 漫畫 Comics	<input type="checkbox"/> 字典及參考書 Dictionaries and Reference Books	
<input type="checkbox"/> 教科書 Textbooks	<input type="checkbox"/> 考試指南 Examination Guides	<input type="checkbox"/> 政府刊物 Government Publications	
<input type="checkbox"/> 上市公司刊物 Publications of Listed Companies	<input type="checkbox"/> 其他（請註明）Others (please specify)		
<b>(2) 出版者 Publisher</b>			
名稱／姓名 Name	香港地址 Address in Hong Kong		
香港電話號碼 Telephone No. in Hong Kong	香港傳真號碼 Fax No. in Hong Kong	電郵地址 E-mail Address	
<b>(3) 印刷商 Printer</b>			
名稱 Name	香港地址 Address in Hong Kong	香港電話號碼 Telephone No. in Hong Kong	
<b>(4) 國際標準書號 ISBN (如適用 If applicable)</b>		<b>(5) 國際標準刊號 ISSN (如適用 If applicable)</b>	
書籍 Book	9 7 8 - 9	-	-
套裝／附件 Set/Accompanying material(s)	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 <b>五本</b> ，作註冊之用。In compliance with Section 3(1) of the Books Registration Ordinance (Cap. 142), <b>FIVE copies</b> of the publication specified above are submitted herewith for registration.			
*出版者／印刷商負責人簽署 Signature of person-in-charge of the *publisher/printer		<b>書刊註冊組專用 For Official Use Only</b> 上述刊物已收妥並完成註冊。 The copies of the publication specified above have been received and registered.	
..... (如屬公司／機構，請加蓋印章 With company/organisation chop if applicable)		圖書館館長／書刊註冊組 Librarian/Books Registration Office 日期 Date	
姓名 Name:			
日期 Date:			
聯絡人 Contact person:			
電話號碼 Telephone No.:		<b>備註 Notes</b>	
香港通訊地址 Correspondence address in Hong Kong (供註冊程序完成後寄回表格副本用 For returning a copy of this form after registration)			
公司／機構 Company/Organisation:			
聯絡人 Contact person:			
地址 Address:			

### 書目資料

在本表格提供的書目資料，會刊登於《香港特別行政區政府憲報第4號特別副刊》／香港特別行政區政府網頁。

### Bibliographical Information

The bibliographical information provided in this form will be published in the "Special Supplement No. 4 to the Government of the Hong Kong Special Administrative Region Gazette"/on the Government of the Hong Kong Special Administrative Region website(s).

### 收集個人資料聲明

在本表格提供個人資料純屬自願，但如提供的資料不足，書刊註冊組將無法處理你的申請。

### Personal Information Collection Statement

The provision of personal data in this form is voluntary. However, if you do not provide sufficient information, the Books Registration Office will not be able to process your application.

#### 收集資料的目的

1. 在本表格填報的個人資料會作下列用途：
  - (a) 辦理申請；
  - (b) 供記錄存檔；以及
  - (c) 在《香港特別行政區政府憲報第4號特別副刊》／香港特別行政區政府網頁刊登印刷商／出版者名稱及地址。

#### Purpose of Collection

1. The personal data provided in this form will be used for the following purposes:
  - (a) to process your application;
  - (b) for record purposes; and
  - (c) to publish the names and addresses of printers/publishers in the "Special Supplement No. 4 to the Government of the Hong Kong Special Administrative Region Gazette"/on the Government of the Hong Kong Special Administrative Region website(s).

#### 資料承轉人類別

2. 為達到上述目的，你在本表格提供的個人資料，或會披露予相關政府決策局和部門。

#### Classes of Transferees

2. The personal data you provide in this form may be disclosed to government bureaux and departments concerned for the purposes mentioned above.

#### 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所提供的個人資料。

#### Access to Personal Data

3. You have a right to request access to and correction of your 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).

#### 查詢

4. 如對本表格收集的個人資料有任何查詢，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C1出口)

電話：2180 9146/2742 8981/2180 9145

傳真：2180 9841

電郵：bro@lcsd.gov.hk

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

#### Enquiries

4. Please contact the Books Registration Office if you have any enquiries concerning the personal data collected by this form, including making requests for access to and correction of data.

Address: Room 805, Lai Chi Kok Government Offices,  
19 Lai Wan Road, Lai Chi Kok, Kowloon,  
Hong Kong (MTR Mei Foo Station Exit C1)

Telephone: 2180 9146/2742 8981/2180 9145

Fax: 2180 9841

Email: bro@lcsd.gov.hk

Office Hours: Monday to Friday 8:45am-1:00pm  
2:00pm-6:00pm

Saturday, Sunday and Public Holiday Closed

### 書刊註冊申請須知

1. 請把申請表格一式兩份連同擬註冊刊物五本，郵寄或親身送交書刊註冊組。

#### 2. 類別：

- 哲學
- 心理勵志
- 宗教
- 科學與技術(自然科學、電腦通訊、農業、工程、生產技術等)
- 醫藥衛生(醫學、保健等)
- 生活百科(家政、食品營養、食譜、閒暇等)
- 商業與管理(工商管理、會計、廣告等)
- 社會科學(統計、教育、禮俗、社會、財經、法政、軍事等)
- 歷史
- 地理與旅遊
- 傳記
- 語言(語言學及外語學習讀本)
- 文學(文學史、文學評論、散文、詩、劇本等)
- 小說(包括輕小說)
- 藝術(音樂、建築、雕塑、書畫、攝影、美工、技藝、戲劇等)
- 兒童及青少年讀物(繪本、故事書、圖文書等)
- 漫畫
- 字典及參考書(工具書)
- 教科書(各學科、領域教科用書)
- 考試指南(升學、國家考試、就業、自修等的參考書)
- 政府刊物
- 上市公司刊物
- 其他(請註明)

### Notes on Application for Books Registration

1. Please submit the application form in duplicate together with 5 copies of the publication to be registered by post or in person to the Books Registration Office.

#### 2. Classifications:

- Philosophy
- Psychology and Inspiration
- Religion
- Science and Technology (natural science, computer and communications, agriculture, engineering, manufacturing technology, etc.)
- Medicine and Hygiene (medical science, health care, etc.)
- Lifestyle (home economics, food nutrition, recipes, leisure, etc.)
- Business and Management (business administration, accounting, advertising, etc.)
- Social Sciences (statistics, education, customs and etiquette, society, finance, law and politics, military science, etc.)
- History
- Geography and Travel
- Biography
- Language (linguistics and foreign language learning readers)
- Literature (literary history, literary criticism, prose, poetry, scripts, etc.)
- Fiction (including light novels)
- Arts (music, architecture, sculpture, painting and calligraphy, photography, artwork, artistry, drama, etc.)
- Books for Children and Youth (picture books, story books, graphic books, etc.)
- Comics
- Dictionaries and Reference Books (reference tools)
- Textbooks (covering various subjects and fields)
- Examination Guides (reference books for further studies, national examinations, employment, self-study, etc.)
- Government Publications
- Publications of Listed Companies
- Others (please specify)