



### III. Declaration

I hereby apply to make a copy of the document(s) listed in Part II above by using the photographic device described in Part I above. I understand that this service is not available for holdings in such a deteriorated condition that copying (and the associated handling) will put the holdings at risk of damage. I also understand that the Public Records Office (PRO) of the Government Records Service (GRS) will not be responsible for any loss, damage or theft of my photographic device.

I undertake that I will comply with all legal requirements including but not limited to those set out in the Copyright Ordinance (CAP. 528).<sup>Note</sup> The permission to use my personal photographic device on the items to be photographed is given on condition that I undertake to observe all the following conditions:

- (a) the image(s) produced by my photographic device will only be used by me for research and private study and will not be used for any other purpose.
- (b) only one single image of each enclosure/document can be captured.
- (c) the image is not an official version of the document, nor be regarded as an image made by or with the assistance of the PRO of the GRS.
- (d) any personal data captured from the documents will be used solely for preparing statistics or carrying out research and the resulting statistics and/or results of the research are not to be made available in a form which identifies the data subjects or any of them.
- (e) the applicant is not allowed to take photographs of anyone or anything in the Search Room, except the documents stated in this request as allowed by the PRO of the GRS.
- (f) to avoid any possible damages to the holdings, the applicant is required to wear gloves provided by the PRO of the GRS when handling the holdings and to take special care to protect the documents when positioning them for taking images. In addition:
  - use of flash light and other types of artificial lighting for taking photographs is prohibited as such use will cause damage to the holdings;
  - the device must be in still photography mode and operated in silent mode;
  - the device must not be in physical contact with the holdings during photography; and
  - don't remove enclosures from files.

<sup>Note</sup> A copy of the Copyright Ordinance is available at the reference services counter of the Public Records Office for users' perusal. It is also available at the following website: <http://www.elegislation.gov.hk>

Applicant's Signature: _____	Date: _____
Time Request Submitted: _____	
Reference Services Counter: _____	Date: _____
Time Photography Starts: _____	

\* Personal data given by the applicant shall be used for processing the application only. Request for access to and/or correction of personal data should be made to the Public Records Office at 2195-7700.