

Order Form For Digital Copying Service

Please put down the Reference Number (e.g. 01-01-001 for photograph / PO000001 for poster) of the requested items into the boxes below (For details of charges, please refer to the price list):

Hard copy of A4 size	Hard copy of A3 size	Soft copy of JPEG format
		No. of DVD used:
Purpose/Use of images or	dered:	
Name of Applicant:		Tel. No.:
Organization:		Fax No.:
Address:		
copy of the Conditions of staff on request. 2. Most of the items kept in requested and inform you of the items are to us separately stating you of the items are to us separately stating you of the items are to preserve the in consent of Public Records of Public R	Public Records Office are copyriof the outcome. We could only proving for purposes other than private are intended purpose so that we may \$1,000 per item per use) will be imtegrity of the digital image, any moffice is not allowed. right to refuse permission for supplemental to the control of the digital image, and agrees to comply with the pro-	posed if an item is for commercial use. anipulation or adaptation of the digital image provided without the lying copies of items kept in Public Records Office in all instances trary to the interests of the Government. visions of the Copyright Ordinance (Cap.528) for the use of copy of ance is available at the reference service counter for your perusal. It
For Official Use Only		
Charge: HK\$		Total: HK\$
		Receipt No.:
Postage: HK\$		Date:

* 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 Public Records Office at 2195-7700.