



歷史檔案館
Public Records Office

[This form is available in both English and Chinese]

Application Form for Group Visit

Notes on Application

1. Completed application form should be submitted at least 3 weeks in advance of the intended date of visit. Application is accepted up to 1 month in advance.
2. Applicant shall expect to receive an acknowledgement of application within 4 working days after the submission of application.
3. Successful application will be confirmed in writing.
4. New application is required for any change of the date or time of visit.
5. PRO reserves the final right to approve an application. PRO reserves the right to withdraw approval if misrepresentation of information provided by the applicant can be found.
6. The visit includes an introduction of PRO holdings and services, film show and a visit to the Exhibition Hall which usually lasts for about 1 hour.
7. Group visit is free of charge.
8. The minimum number of visitors for one group visit is 20 persons and the maximum number is 40 persons.
9. Submit application form to PRO by email (proinfo@grs.gov.hk), fax (+852 2804 6413) or in person. Contact us (email: proinfo@grs.gov.hk or phone no: +852 2195 7700) for enquiry.

Personal data provided by means of the form will be used for application for school/organisation visits of the Public Records Office. You have the right to request access to and to correct personal data in accordance with Personal Data (Privacy) Ordinance. Enquiries concerning the personal data, including the request for access and correction, please address to PRO by email (proinfo@grs.gov.hk), fax (+852 2804 6413) or in person.

Name of Applicant: _____

Name of organisation: _____

Address: _____

Contact phone no.: _____ Fax: _____

Email: _____

Proposed date and time for Group Visit:

Group visit is available from Monday to Friday, excluding public holidays.

1st Choice Date: _____ (dd/mm/yyyy)

Time: 10:00-11:00 11:00-12:00 15:00-16:00 16:00-17:00

2nd Choice Date: _____ (dd/mm/yyyy)

Time: 10:00-11:00 11:00-12:00 15:00-16:00 16:00-17:00

No. of Visitors: _____ (20-40 persons)

I have read the Notes on Application and certify that all the information provided in this form is complete and accurate.

Date: _____ (dd/mm/yyyy)