



歷史檔案館  
Public Records Office

[This form is available in both English and Chinese]

## 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 in A4 size	Hard copy in A3 size	Soft copy in JPEG format	
			No. of DVD used:

Please put a ✓ in the appropriate box.

- Collecting the DVD at the Reference Services Counter  
(Address: 1/F, the Hong Kong Public Records Building, 13 Tsui Ping Road, Kwun Tong, Kowloon, Hong Kong)
- Receiving the digital image(s) via email
- Receiving the DVD by post

Purpose/Use of Images Ordered: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Organisation: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### Notes to Applicant:

1. Please read the Conditions of Service and the Price List carefully and make sure you understand them before placing order. A copy of the Conditions of Service and the Price List are posted on the Notice Board and may also be obtained from our counter staff on request.
2. Most of the items kept in the Public Records Office (PRO) are copyrighted. Our staff will check the copyright ownership of each item requested and inform you of the outcome. We could only provide copy of items where copyright belongs to the Government.
3. If you intend to use the items for purposes other than private study and reference (i.e. for publication purpose), you should write to us separately stating your intended purpose so that we may consider your request.
4. An additional charge (HK\$ 1,000 per item per use) will be imposed if an item is for commercial use.
5. In order to preserve the integrity of the digital image, any manipulation or adaptation of the digital image provided without the consent of PRO is not allowed.
6. The Archivist reserves the right to refuse permission for supplying copies of items kept in the PRO in all instances where he/she judges the intended use of such copies to be contrary to the interests of the Government.
7. The Applicant understands and agrees to comply with the provisions of the Copyright Ordinance (Cap.528) for the use of copy of items provided by this office (A copy of the Copyright Ordinance is available at the reference services counter of the PRO for your perusal. It is also available at the following website: <http://www.elegislation.gov.hk>).

### **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 the Public Records Office at 2195-7700.