

更改個人資料通知書
Change of Personal Information Form

填寫前須注意事項 PLEASE READ BEFORE FILLING IN THE FORM

- 填寫後請傳真至 2711-9370 或郵寄至九龍何文田公主道十四號香港專業進修學校圖書館；閣下亦可親臨圖書館辦理有關手續。
- 資料更改後圖書館將盡快致電告知閣下。
- 如有查詢，請致電圖書館 2270-5662。

- Please send this by fax (2711-9370) or by mail (Library, Hong Kong College of Technology, 14 Princess Margaret Road, Hornantin, KLN) to the Library, you can also come to the Library in person to request for changing any of your personal information.
- The Library will contact you by phone once the information is updated.
- For enquiries, please call the Library at 2270-5662.

聯絡資料 CONTACT INFORMATION

姓名 _____ 借閱者編號 _____ 聯絡電話 _____
Name _____ Patron Barcode _____ Contact Tel _____

更改個人資料 PERSONAL INFORMATION TO BE CHANGED

只須填寫需要更改之個人資料，如該資料不再適用，請在所屬欄位填上「請刪除」。

Please fill in ONLY the information you need to change, if the information is no more appropriate, please fill in "Please Delete".

注意：專上教育學院之學生必須填上由學校提供之電郵地址。 Attn: PS students MUST fill in their e-mail addresses provided by the School.

電郵地址
E-mail _____

如閣下未能提供電郵地址，將不能享有由圖書館提供的「逾期還款通知」、「預約資料通知」服務及不能收取其他圖書館通告。
If you could not provide an E-mail address, you will NOT be able to receive overdue, hold and other library notices.

電話
Tel _____

住宅 Home	手提 Mobile	公司 Office
_____	_____	_____

住址 (英文)
Address _____

香港 HK 九龍 KLN 新界 NT

其他資料 (請註明)
Others (please specify) _____

其他資料 (請註明)
Others (please specify) _____

聲明 DECLARATION

本人聲明及確認本通知書內提供的所有資料均為真實無誤。

I declare and confirm that all information provided in this form is true and accurate.

日期
Date _____

申請人簽名
Signature of Applicant _____

收集個人資料聲明 PERSONAL INFORMATION COLLECTION STATEMENT

- 閣下填寫在這表格的個人資料，只會用作該申請事項和郵寄圖書館通告。
- 根據個人資料 (私隱) 條例，閣下有權要求查閱及更改所提供的個人資料。
- 倘對填報個人資料一事有任何疑問，包括要求查閱或更改資料等，請與圖書館職員聯絡。

- The personal data provided by means of this form will be used for the purpose of the application and for posting library notices only.
- You have a right to request access to and the correction of the personal data in accordance to the Personal Data (Privacy) Ordinance.
- Please contact the library staff if you have enquiries concerning the personal data collected, including the making of access and corrections.

圖書館專用欄 FOR LIBRARY USE ONLY

Checked _____ Data Revised _____ Followed Up _____

Remarks _____
