

**Personal Data Access and Correction
APPLICATION FORM**

(This form can be completed either in English or Chinese. Please read the notes below before writing.)

Applicant's Particulars

Name*Mr/Ms/Miss _____ HKI/D No. _____
(* Please delete as appropriate)

Correspondence Address

Tel. No. _____ *Fax No. _____

Email address _____ (optional)

To : Hong Kong Building Rehabilitation Facilitation Services Limited (HKBRFSL)

I. Information Requested

Details of information requested (Please be as specific as possible: it will help us identify clearly what you are looking for. Use a separate sheet if necessary.)

II. Correction of Personal Data

Personal Data Kept by HKBRFSL	Correction Requested	
	From	To

Signature : _____ Date : _____

Notes

1. You may be asked to provide additional information to help us meet your request. We may not be able to process your application if you do not provide sufficient information.
2. The information provided will be used for processing your application for access to and correction of personal data. It may be divulged to other departments/agencies for the same purpose.
3. On the request for access to or correction of personal data contained in this application, our subject officer will contact you for verification of your identity and whether you have the right to make such request. Further proof of your personal identity may be required.