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乙部 Part B 通訊資料 Correspondence information

注意：香港以外之地址或郵政信箱皆不能作為申請人與議會通訊之用途。議會將不時以**手機短訊、電郵、傳真或郵寄方式**向導遊發放議會資訊（包括課程資料）。為確保資訊有效傳遞，下列通訊資料如有任何更改，請於議會網頁下載「更改通訊資料通知書」，填妥後交回議會行業培訓部。Please note that addresses or mailboxes outside HK will NOT be accepted. The TIC will disseminate its information (including course information) to tourist guides from time to time **by SMS, email, fax or post**. In order to ensure effective transmission of information, tourist guides should notify the TIC of any changes in the contact information below by downloading the form "Notification of Change of Contact Information" from the TIC's website, and completing and returning it to the TIC Industry Training Department.

中文聯絡地址 Correspondence address in Chinese :		_____
英文聯絡地址 Correspondence address in English :		_____
手機號碼 Mobile phone :		_____
電話（住宅） Phone (Home) :		_____
電話（公司） Phone (Office) :		_____
		(請儘量填寫可接收短訊的號碼 Please try to give a number that can receive SMS messages.)
		電郵地址 Email address :
		傳真 Fax :

聲明 Declaration

- 本人(申請人)謹此聲明遺失了編號 _____ 的導遊證乙張。
I, the applicant, declare that I have lost the Tourist Guide Pass (Pass No. _____).
- 本人已細閱、明白並同意接受導遊證的所有發證條款，以及附於此申請表的「個人資料收集說明」及「導遊證持有人注意事項」。
I have read, understood and accepted all the conditions for issuance of the Tourist Guide Pass, as well as the "Notes on Collection of Personal Data" and "Points to note for holders of the Tourist Guide Pass" that are attached to this form.
- 本人同意議會以任何形式(包括手機短訊、電郵、傳真及郵寄等) 向本人發放議會資訊(包括課程資料)。
I agree to receive information (including course information) of the TIC by any means (including SMS, email, fax, post, etc.).
- 本人聲明以上所填報的資料及夾附的文件均真確無訛。如本人之聲明有任何失實之處，貴會有權取消本人之申請資格。本人亦知悉如議會發現任何虛假文件，定必報警處理。
I hereby declare that the information provided in this form and the documents attached are all accurate and authentic. The TIC has the right to disqualify me if there is any inconsistency with the statements that I have made. I also know that **the TIC shall report any cases of using false documents to the police.**

申請人簽署 Signature : _____

日期 Date : _____

申報書
DECLARATION

補領「導遊證」申請表格附件一
Attachment I of
Application for Re-issuance of Tourist Guide Pass

注意事項 Important Notes

- ▶ 補領「導遊證」人士必須填寫本表格。Applicants for the re-issuance of the Tourist Guide Pass must complete this form.
- ▶ 如申請人不明白此申報書的任何一部份，可向議會行業培訓部查詢。Applicants who do not understand any part of this form may contact the TIC Industry Training Department.
- ▶ 請在適當空格上劃上「✓」號。Please put a tick “✓” in the appropriate boxes.

- | | 是 Yes | 否 No |
|--|--------------------------|--------------------------|
| 1. (a) 你的身體狀況是否良好，並適合擔任導遊工作？
Are you physically fit to be a tourist guide? | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) 你是否患有《精神健康條例》（第 136 章）第 2 條所指的精神紊亂（有關定義見註一）？
Do you have a mental disorder within the meaning of section 2 of the Mental Health Ordinance (Cap. 136) (see Note 1 for the definition)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. 自最近一次遺失「導遊證」後至今，你是否曾經在香港或其他地方被定罪（如符合《罪犯自新條例》或相關定額罰款條例的規定，可無須申報；詳情見註二）？
Since the last time you lost the Tourist Guide Pass, have you ever been convicted, whether in Hong Kong or elsewhere, of an offence (see Note 2 for situations where no declaration is required under the Rehabilitation of Offenders Ordinance or relevant fixed penalty ordinances)? | <input type="checkbox"/> | <input type="checkbox"/> |
| ➤ 如回答「是」，請繼續回答問題 3。If yes, please go to Question 3. | | |
| 3. 你所干犯的罪行是否涉及下列任何一項？
Was the offence in respect of which you were convicted one that involved any of the following? | <input type="checkbox"/> | <input type="checkbox"/> |
| (a) 毒品或藥物 Narcotics or drugs | | |
| (b) 性或暴力 Sex or violence | | |
| (c) 嚴重行為不當或不誠實行為（包括但並不限於：非法從事任何未經適當授權或許可的業務、走私、盜竊、偽造、欺詐、欺騙、入屋犯法、處理贓物、賄賂或貪污等） Seriously improper conduct or dishonesty (including but not in any way limited to: unlawfully undertaking any business without proper authorisation or permission; smuggling; theft; forgery; fraud; deceit; burglary; handling stolen goods, bribery or corruption) | | |
| ➤ 如回答「是」，將要另行提交更詳盡的資料；有關申請及相關資料將交由議會的導遊及領隊審核委員會考慮（委員會考慮的因素見註三）。
If yes, the applicant will be requested to further submit detailed information. The application together with the relevant information will be referred to the TIC Tourist Guide and Tour Escort Deliberation Committee for consideration (see Note 3 for the factors to be considered by the Committee). | | |

盡我所知所信，我在本申報書所填報的各項資料，均屬完整、確實無訛，特此聲明如上。

I declare that all information given by me in this form is complete, true and correct to the best of my knowledge and belief.

申請人姓名
Name of applicant : _____

香港身份證號碼
HKID card number : _____

申請人簽署
Signature of applicant : _____

簽署日期
Date of signature : _____

(註一 Note 1) :

《精神健康條例》(第 136 章) 第 2 條所指的「精神紊亂」是指：(a) 精神病；(b) 屬智力及社交能力的顯著減損的心智發育停頓或不完整的狀態，而該狀態是與有關的人的異常侵略性或極不負責任的行為有關連的；(c) 精神病理障礙；或 (d) 不屬弱智的任何其他精神失常或精神上無能力。

A “mental disorder” is defined under section 2 of the Mental Health Ordinance as meaning: (a) mental illness; (b) a state of arrested or incomplete development of mind which amounts to a significant impairment of intelligence and social functioning which is associated with abnormally aggressive or seriously irresponsible conduct on the part of the person concerned; (c) psychopathic disorder; or (d) any other disorder or disability of mind which does not amount to a mental handicap.

(註二 Note 2) :

1. 根據《罪犯自新條例》(第 297 章)，申請人在下列情況下無須申報：

Under the Rehabilitation of Offenders Ordinance (Cap. 297), an applicant is **NOT** required to make any declaration if:

- (a) 在香港被定罪，但並未因此被判處監禁超過 3 個月或罰款超過\$10,000；及
he/she has been convicted in Hong Kong of an offence in respect of which he/she was not sentenced to imprisonment exceeding 3 months or to a fine exceeding \$10,000; and
- (b) 在此以前不曾在香港被定罪；及
he/she has not been convicted in Hong Kong on any earlier day of an offence; and
- (c) 經過 3 年時間並未在香港再被定罪。
a period of 3 years has elapsed without that individual being again convicted in Hong Kong of an offence.

3 年時間由所述罪行被判刑的當日起計算。

The period of 3 years shall be reckoned from the date on which the person concerned was sentenced for the offence convicted.

2. 根據《定額罰款(交通違例事項)條例》(第 237 章)、《定額罰款(刑事訴訟)條例》(第 240 章)、《定額罰款(公眾地方潔淨罪行)條例》(第 570 章)、《定額罰款(吸煙罪行)條例》(第 600 章)或《汽車引擎空轉(定額罰款)條例》(第 611 章) 繳付或被命令繳付定額罰款或任何附加罰款者，亦無須申報。

No declaration is required if he/she pays or is ordered to pay a fixed penalty, or any additional penalty, under the Fixed Penalty (Traffic Contraventions) Ordinance (Cap 237), the Fixed Penalty (Criminal Proceedings) Ordinance (Cap 240), the Fixed Penalty (Public Cleanliness Offences) Ordinance (Cap 570), the Fixed Penalty (Smoking Offences) Ordinance (Cap 600) or the Motor Vehicle Idling (Fixed Penalty) Ordinance (Cap 611).

(註三 Note 3) :

委員會考慮的因素如下：

Factors to be considered by the Committee are as below:

- 1 定罪的時間、地點、性質及嚴重性；
· the time, place, nature and seriousness of the conviction;
- 2 法院判處的刑罰；
· the sentence passed by the court;
- 3 申請人被定罪時的年齡；
· the age of the applicant at the time of the conviction;
- 4 申請人所干犯的罪行是否會對旅客的人身或財物安全構成威脅；
· whether the offence committed will pose a threat to the personal or property safety of visitors;
- 5 申請人犯案時是否正在執行導遊 / 領隊的工作；
· whether the offence was committed during the performance of tourist guiding/tour escorting duties;
- 6 申請人是否曾重犯涉及毒品或藥物；性或暴力；嚴重行為不當或不誠實行為 (包括但並不限於：非法從事任何未經適當授權或許可的業務、走私、盜竊、偽造、欺詐、欺騙、入屋犯法、處理贓物、賄賂或貪污等) 的罪行；及 whether there was any repetition of commission of an offence an offence which involved narcotics or drugs, sex or violence, or seriously improper conduct or dishonesty (including but not in any way limited to: unlawfully undertaking any business without proper authorisation or permission; smuggling; theft; forgery; fraud; deceit; burglary; handling stolen goods, bribery or corruption); and
- 7 委員會考慮過申請人將要履行的職責後，認為與定罪有關的任何其他情況 (不管對申請人有利或不利)。
· any other circumstances (whether favourable or unfavourable to the applicant) relating to the conviction which the Committee regards as relevant having regard to the duties to be undertaken by him/her.

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此頁供申請人保存。 This page is to be kept by applicant.

(i)

香港旅遊業議會
「個人資料收集說明」

1. 本申請表上所填報的個人資料，香港旅遊業議會(下稱「議會」)將用作如下用途：
 - i. 處理有關補領導遊證的事宜；
 - ii. 儲存申請人的資料於議會；
 - iii. 向符合資格的申請人發放導遊證；
 - iv. 將持證人的中英文姓名、導遊證編號及導遊證屆滿日期載於議會網站的「導遊名冊」內，而該等資料可被旅行社和公眾查閱；
 - v. 將被暫停或撤銷的導遊證資料在議會網站張貼，而該等資料可被旅行社和公眾查閱。；
 - vi. 以任何通訊形式(包括手機短訊、電郵、傳真及郵寄等)向導遊發放議會資訊(包括課程資料)；及
 - vii. 其他相關用途。
2. 申請人請盡量提供足夠資料，否則議會不能有效處理閣下的申請。
3. 申請人須親身出示香港身份證以供議會核實身份。議會職員只會於核對申請人身份證上的資料後，才於申請表上簽名作實。申請人如未能親身到議會核實身份，可用郵寄或傳真方式遞交身份證副本；該身份證副本將由議會保存，直至有關申請人親身出示身份證以供議會核實身份為止。在任何法例許可的情況下，議會均有權要求申請人出示身份證，複印申請人的身份證，並保存其身份證副本。
4. 議會會將申請人的資料保密，但議會可能會將申請人的有關資料，提供給任何其他人士或其代表，以作第 1 段所列舉的用途。
5. 根據《個人資料(私隱)條例》，申請人有權：
 - (i) 查閱議會是否持有申請人的個人資料；
 - (ii) 要求獲得 5(i)段所述資料的複本；及
 - (iii) 要求議會改正有關申請人的個人資料。

申請人必須提供足夠資料予議會辦事處以識別申請人的身份，否則辦事處有權拒絕申請人查閱資料的要求。議會可能就有關要求收取費用。

如欲查閱個人資料，申請人必須以書面向議會行業培訓部提出。地址：香港北角英皇道 250 號北角城中心 1706-09 室

Travel Industry Council of Hong Kong
Notes on Collection of Personal Data

1. The personal data provided in this application form will be used by the Travel Industry Council of Hong Kong (TIC) for the following purposes:
 - (i) to process applications for the re-issuance of the Tourist Guide Pass;
 - (ii) to maintain applicants' records in the TIC;
 - (iii) to issue the Tourist Guide Pass to qualified applicants;
 - (iv) to include the names (Chinese and English) of Pass holders, their Pass numbers and the expiry dates of their Passes in the Tourist Guide Directory, which is displayed on the TIC's website and may be accessed by travel agents and members of the public;
 - (v) to post on the TIC's website the information on suspensions or revocations of Tourist Guide Passes, which may be accessed by travel agents and members of the public;
 - (vi) to disseminate information of the TIC (including course information) to Pass holders by any means (including SMS, email, fax, post, etc.); and
 - (vii) any other related purposes.
2. Applicants are advised to provide sufficient information as far as possible, otherwise their applications may be unable to be processed.
3. Applicants will be required to produce their HKID Card in person for verification purposes, and staff of the TIC will only sign the application form after verifying the contents of the applicant's HKID Card. If an applicant is unable to come to the TIC in person, the applicant may submit a copy of his/her HKID Card by post or by fax but any such copy shall be retained until such time as the applicant concerned is able to produce his/her HKID Card in person for verification purposes. The TIC reserves the right to require the production and to make and retain copies of an applicant's HKID Card in any circumstances which are permitted by law.
4. The TIC will keep the personal data of applicants confidential but may provide such data to any other person or his/her representative for any one or more of the purposes set out in paragraph 1 above.
5. According to the Personal Data (Privacy) Ordinance, applicants have the right to:
 - (i) ascertain whether their personal data are held by the TIC;
 - (ii) obtain a copy of the data mentioned in paragraph 5(i); and
 - (iii) correct their personal data held by the TIC.

Applicants should provide the TIC with sufficient information in order for their identity to be determined, otherwise their data access request may be rejected. The TIC may impose a fee on any such request.

6. Any request for access to personal data should be made in writing and addressed to the TIC Industry Training Department at Rooms 1706-09, Fortress Tower, 250 King's Road, North Point, Hong Kong.

導遊證持有人注意事項 Points to note for holders of the Tourist Guide Pass

I. 導遊證的發證條款 Conditions for issuance of the Tourist Guide Pass

1. 導遊證由香港旅遊業議會發出，並受議會現行及不時修訂的相關規例所約束，持證人須經常瀏覽議會網頁查閱最新消息。
The Tourist Guide Pass is issued by the Travel Industry Council of Hong Kong (TIC) and subject to the relevant regulations of the TIC as currently in force and as amended from time to time. Pass holders are required to read about the latest news at the TIC's website regularly.
2. 導遊證乃香港旅遊業議會所有，不得轉借他人或作其他非指定的用途。議會有權撤銷、終止或收回該證。
The Tourist Guide Pass is the property of the TIC. It is not transferable and must not be used for purposes other than those specified. The TIC reserves the right to revoke, terminate or withdraw the Pass.
3. 持證人於執行職務期間，必須佩戴有效的導遊證於襟前，並須與議會指派的巡查員合作，出示導遊證及香港身份證，以供身份核實之用。
Holders of the Tourist Guide Pass must wear the valid Pass on their chest while on duty, and must cooperate with the inspectors assigned by the TIC by producing the Tourist Guide Pass and Hong Kong Identity Card for identity verification upon request.
4. 持證人的中英文姓名、導遊證編號及導遊證屆滿日期會載於香港旅遊業議會網站的「導遊名冊」內，而該等資料可被旅行社和公眾查閱。
The names (Chinese and English) of Pass holders, their Pass numbers and the expiry dates of their Passes will be included in the Tourist Guide Directory, which is displayed on the TIC's website and may be accessed by travel agents and members of the public.
5. 持證人須遵守由香港旅遊業議會發出的有關導遊的守則及指引。如不遵守有關守則及指引，將會視作違規處理；議會並會將被暫停或撤銷的導遊證資料按相關準則在議會網站張貼不同時間，而該等資料可被旅行社和公眾查閱。
Pass holders must observe the codes and directives concerning tourist guides issued by the TIC. Non-compliance with the codes and directives will be subject to disciplinary procedures. Information on suspensions or revocations of Tourist Guide Passes will be posted on the TIC's website for different durations in accordance with relevant guidelines, which may be accessed by travel agents and members of the public.
6. 遺失導遊證者必須立即向議會報失，以便辦理補領手續。有關補領手續及表格可於議會網頁 (<http://www.tichk.org>) 下載。
Loss of the Tourist Guide Pass should be reported to the TIC immediately for re-issuance of a new one. The procedures and application form for re-issuing the Tourist guide Pass can be downloaded from the TIC's website (<http://www.tichk.org>).

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(iii)

7. 持證人有責任採取措施，以確保自己從事導遊工作不會違反本港或其他地區的法規。不論在何時何地，持證人如被判干犯涉及毒品或藥物；性或暴力；嚴重行為不當或不誠實行為(包括但並不限於：非法從事任何未經適當授權或許可的業務、走私、盜竊、偽造、欺詐、欺騙、入屋犯法、處理贓物、賄賂或貪污等)的罪行，必須儘快主動通知議會，否則證件可能會被暫停或撤銷。

Pass holders are obligated to take steps by themselves to ensure that they do not contravene the laws of Hong Kong or other places when working as a tour guide. Pass holders must also take initiative to inform the TIC at their earliest convenience should they be convicted an offence which involved narcotics or drugs, sex or violence, or seriously improper conduct or dishonesty (including but not in any way limited to: unlawfully undertaking any business without proper authorisation or permission; smuggling; theft; forgery; fraud; deceit; burglary; handling stolen goods, bribery or corruption) at any place and any time. Otherwise, their Pass may be suspended or revoked.

8. 透過「操中英以外語言導遊的豁免機制」或「操中英以外語言導遊的核證制度」而獲發導遊證者，持證人不得以廣東話、英語或普通話接待到港旅行團。

Pass holders whose Pass is issued through the "Waiver Programme for Non-English-and-Chinese-Speaking Tourist Guides" or under the "Accreditation System for Non-English-and-Chinese-Speaking Tourist Guides" are not allowed to use Cantonese, English or Mandarin in receiving inbound package tours.

9. 透過「操英語導遊的豁免機制」(前身為「操英語但不諳中文導遊的豁免機制」)而獲發導遊證者，持證人不得以廣東話或普通話接待到港旅行團。

Pass holders whose Pass is issued through "Waiver Programme for English-Speaking Tourist Guides" (formerly known as "Waiver Programme for English-but-non-Chinese-Speaking Tourist Guides") are not allowed to use Cantonese or Mandarin in receiving inbound package tours.

II. 導遊證續期 Renewal of the Tourist Guide Pass

1. 持證人如欲繼續擔導遊工作，必須留意證件上的到期日，並依時續證，議會將不會個別發信提醒持證人申請續證。續證申請將於持證人的證件到期前三個月開始接受辦理。有關續證須知及申請表格可於議會網頁下載 (<http://www.tichk.org>)。

Pass holders who wish to continue to undertake their duties as a tourist guide must **observe the expiry date of the Pass** and renew their Pass accordingly. **No reminders** will be sent by the TIC for the renewal of the Pass in due course. Application for renewal of the Pass will be accepted **three months before its expiry**. The information and application form for the renewal of the Tour Escort Pass can be downloaded from the TIC's website (<http://www.tichk.org>).

2. 導遊必須於指定期內完成「導遊持續專業進修計劃」，才可申請續證。透過「操中英以外語言導遊的豁免機制」或「操中英以外語言導遊的核證制度」而獲發導遊證者，可暫時豁免參加「導遊持續專業進修計劃」，直至另行公佈為止。

Pass holders are required to complete the Continuing Professional Development Scheme for Tourist Guides (CPD Scheme) in the designated period before applying for the renewal of the Pass. Pass holders whose Pass is issued through the "Waiver Programme for Non-English-and-Chinese-Speaking Tourist Guides" or under the "Accreditation System for Non-English-and-Chinese-Speaking Tourist Guides" are temporarily exempted from the CPD Scheme until further announcements.

3. 如在證件屆滿後超過兩年才申請續證，則必須通過議會指定的考試，方會獲發新證。考試不合格者可以補考，補考次數不限。

If Pass holders renew their Pass **more than two years** after the expiry date, they **must pass an examination to be designated by the TIC**. Candidates who fail the examination may resit, and the number of resits allowed is not limited.

4. 領取新證時**必須交還舊證**。
The **old Pass must be returned** to the TIC when collecting the renewed Pass.
5. 在下列情況下，導遊證續證申請將視作需要特別考慮，並會交由「導遊及領隊審核委員會」處理：
- (a) 申請人提供與事實不符的資料或涉嫌作出任何虛假聲明；
 - (b) 申請人申報曾在香港或其他地方被裁定干犯了涉及毒品或藥物；性或暴力；嚴重行為不當或不誠實行為(包括但並不限於：非法從事任何未經適當授權或許可的業務、走私、盜竊、偽造、欺詐、欺騙、入屋犯法、處理贓物、賄賂或貪污等)的罪行；
 - (c) 申請人沒有申報曾在香港或其他地方被裁定干犯了上列的罪行；
 - (d) 申請人的導遊證或領隊證曾被撤銷，或曾被拒絕續證；
 - (e) 申請人的導遊證或領隊證曾被撤銷，並且沒有在七天限期內把證件交還議會；
 - (f) 申請人於沒有導遊證期間或導遊證無效期間，曾擔任導遊；或申請人於沒有領隊證期間或於領隊證無效期間，曾擔任領隊；或
 - (g) 申請人於導遊證無效期間，因曾違反《導遊作業守則》或其他議會規則而被「導遊及領隊審核委員會」／「規條委員會」決定需要處分；或申請人於領隊證無效期間，因曾違反《外遊領隊作業守則》或其他議會規則而被「規條委員會」決定需要處分。

In any of the following situations, a Tourist Guide Pass renewal application will be deemed to be in need of special deliberation and will be referred to the Tourist Guide and Tour Escort Deliberation Committee for deliberation:

- (a) the applicant provides factually untrue information or is suspected of making any false statement;
- (b) the applicant declares that he/she has been convicted in Hong Kong or elsewhere of an offence which involved narcotics or drugs, sex or violence, or seriously improper conduct or dishonesty (including but not in any way limited to: unlawfully undertaking any business without proper authorisation or permission; smuggling; theft; forgery; fraud; deceit; burglary; handling stolen goods, bribery or corruption);
- (c) the applicant fails to declare that he/she has been convicted in Hong Kong or elsewhere of an offence listed above;
- (d) the applicant's Tourist Guide Pass or Tour Escort Pass has been revoked, or the applicant's application for Pass renewal has been rejected;
- (e) the applicant's Tourist Guide Pass or Tour Escort Pass has been revoked and he/she has failed to return the Pass to the TIC within the required time limit of seven days;
- (f) the applicant has worked as a tourist guide without a Tourist Guide Pass or with an invalid Tourist Guide Pass; or the applicant has worked as a tour escort without a Tour Escort Pass or with an invalid Tour Escort Pass; or
- (g) the applicant has violated the Code of Conduct for Tourist Guides or other TIC rules while holding an invalid Tourist Guide Pass and the Tourist Guide and Tour Escort Deliberation Committee / Compliance Committee has imposed a penalty; or the applicant has violated the Code of Conduct for Outbound Tour Escorts or other TIC rules while holding an invalid Tour Escort Pass and the Compliance Committee has imposed a penalty.

III. 更改通訊資料 **Change of contact information**

議會將不時以手機短訊、電郵、傳真或郵寄方式向導遊發放議會資訊(包括課程資料)。為確保資訊有效傳遞，導遊的通訊資料如有任何更改，請於議會網頁 (<http://www.tichk.org>) 下載「更改通訊資料申請表」，填妥後交回議會行業培訓部。

The TIC will disseminate its information (including course information) to tourist guides from time to time by SMS, email, fax or post. In order to ensure effective transmission of information, tourist guides should notify the TIC of any changes in the contact information by downloading the form "Application for Change of Contact Information" from the TIC's website (<http://www.tichk.org>), and completing and returning it to the TIC Industry Training Department.