

Ref:2010.03

更改「導遊證」姓名申請表
Application for the change of name on the Tourist Guide Pass

申請人如需更改證件上的姓名，請連同下列所需文件和費用，一併遞交議會辦事處：

- (甲) 填妥的申請表；
- (乙) 有效的改名契或有關證明文件(正、副本)；
- (丙) 吋半 X 兩吋白色背景近照一張；及
- (丁) * 費用港幣四十元正。

Applicants who wish to change the name on the Pass are required to submit the following documents to the TIC Executive Office :

- (A) this completed form;
- (B) a valid deed poll or any relevant supporting documents (both the original and photocopy);
- (C) one 1.5" x 2" recent photo on white background; and
- (D) * handling fee HK\$40

* 郵寄申請只接受劃線支票付款，抬頭為「香港旅遊業議會」，支票背面請寫上導遊證號碼；親自遞交申請者可以現金支付費用。

* Only crossed cheques made payable to "Travel Industry Council of Hong Kong" are accepted for application by post. Please write the TG Pass number on the back of the cheque. Cash is acceptable for application in person.

注意：發出新證需時約一個月，屆時議會將以手機短訊或電郵通知申請人領取證件。

Important Note : Applicants will be informed by SMS or email **in about 1 month** when the new Pass is ready for collection.

請用正楷填寫，並在適當空格內劃上「✓」號。

Please complete this form in BLOCK LETTERS, and put a tick "✓" in the appropriate boxes.

香港身份證號碼
HK Identity card no. _____

導遊證編號
Tourist Guide Pass no. TG

原來姓名 Old name (以原有香港身份證上登記為準 As printed on old HKID card) :

英文 (In English) _____
(姓 Surname) (名 First / Other name)

中文 (In Chinese) _____

新姓名 New name (以現時所持香港身份證上登記為準 As printed on current HKID card) :

英文 (In English) _____
(姓 Surname) (名 First / Other name)

中文 (In Chinese) _____

日間聯絡電話
Daytime contact phone number _____

電郵
Email _____

費用 Fee : \$40 現金 Cash / 支票 Cheque (支票號碼 Cheque no. : _____ 銀行名稱 Bank : _____)

聲明書 Declaration

1. 本人已細閱、明白並同意附於此申請表的「個人資料收集說明」。
I have read, understood and agreed to the "Notes on Collection of Personal Data" that are attached to this form.
2. 本人證明以上所填資料正確無誤。如本人之聲明有何失實之處，貴會有權取消本人之申請資格。
I hereby declare that the information provided in this form is true and correct. The TIC has the right to disqualify me if there is any inconsistency with the statements that I have made.

申請人簽署 Applicant's signature : _____ 日期 Date : _____

Ref:2010.03

香港旅遊業議會
「個人資料收集說明」

- 領隊證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：
 - 處理有關領隊證的申請事宜；
 - 儲存申請人的資料於議會；
 - 向符合資格的申請人發放領隊證；
 - 將持證人的中英文姓名、領隊證編號及領隊證屆滿日期載於議會網站的「外遊領隊名冊」內，而該等資料可被旅行社和公眾查閱；
 - 將被暫停或撤銷的領隊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；
 - 以任何通訊形式(包括手機短訊、電郵、傳真及郵寄等)向領隊發放議會資訊(包括課程資料)；及
 - 其他相關用途。
- 申請人請儘量提供足夠資料，否則議會不能有效處理閣下的申請。
- 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。
- 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。
- 根據《個人資料(私隱)條例》，申請人有權：
 - 查閱議會是否持有申請人的個人資料；
 - 要求獲得 5(i)段所述資料的複本；及
 - 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

- The personal data provided in this application form will be used by the Travel Industry Council of Hong Kong (TIC) for the following purposes:
 - to process applications for the Tour Escort Pass;
 - to maintain applicants' records in the TIC;
 - to issue the Tour Escort Pass to qualified applicants;
 - to include the names (Chinese and English) of Pass holders, their Pass numbers and the expiry dates of their Passes in the Outbound Tour Escort Directory, which is displayed on the TIC's website and may be accessed by travel agents and members of the public;
 - to post on the TIC's website the information on suspensions or revocations of Tour Escort Passes, which may be accessed by travel agents and members of the public;
 - to disseminate information of the TIC (including course information) to Pass holders by any means (including SMS, email, fax, post, etc.); and
 - any other related purposes.
- Applicants are advised to provide sufficient information as far as possible, otherwise their applications may be unable to be processed.
- 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.
- 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.
- According to the Personal Data (Privacy) Ordinance, applicants have the right to:
 - ascertain whether their personal data are held by the TIC;
 - obtain a copy of the data mentioned in paragraph 5(i); and
 - 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.

- 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.