



香港聖公會檔案館 Hong Kong Sheng Kung Hui Archives

香港中環上亞厘畢道 1 號馬丁樓地下 A 室 Flat A, G/F., Martin House, 1 Upper Albert Road, Central, Hong Kong
電話 Tel: 2526 5221 電郵 Email: archives@hkskh.org 網址 Website: archives.hkskh.org

借閱檔案申請表 Archives Request Form

如欲借閱本檔案館之檔案或資料，所有申請人必須填妥此表格，並出示推薦信以供本檔案館核實及登記。
This form must be completed by all applicants who wish to use HKSCH Archives materials. And applicants must present a reference letter for verification and registration purpose.

申請編號 Application No. 日期 Date:

申請人姓名 Name of Applicant:

機構名稱 Institution:

固定地址 Permanent Address:

電話 Telephone: 傳真 Fax: 電郵 Email:

香港暫居地址(如申請人在資料搜集期間只暫時留居香港) HK Local address (if you are staying in temporary local lodging during your research visit):
.....

研究主題 (請清楚說明) Subject of research (be specific):

出版計劃(如有)Publication Plans (if any):

擬借閱之檔案/參考資料詳情 Details of Archives/ Reference Materials :				
(備註：首次申請查閱檔案者，無須填寫檔案編號及詳情，只需說明研究主題便可) (Remark: For first application, just write down the research topic and no need to fill in the ref. no and details of the records)				
項目 Item No	檔案編號 HKSCH archives ref. no.	標題 Title	年份 Year	備註 (只供本館職員填寫) Remarks (Official use only)

**聲明 Declaration (聲明須知：申請人如提出虛假聲明，則須負上侵犯版權的法律責任。
Note for Declaration: The applicant who makes a false declaration is liable for infringement of copyright.)**

(1) 我/我們 *使用檔案/ 參考資料作為下述用途
I/ We *declare that the reference materials will be used by me/ us for the following purpose(s):
.....

(2) 我/我們*明白如需複印有關資料，均依照版權條例(香港法例第528 章)的規定處理。
I / We* understand any request for photocopying of materials would be handled according to the provisions of the "Copyright Ordinance"(Cap.528HK).

* 請刪去不適用者 Delete as appropriate.

申請人簽署 Signature of Applicant:

只供本館職員填寫 For office use only:

申請類別 Identification type:

審批者 Approved by: 日期 Date