



Application Form for Onsite Group Visit

Notes on Application

1. Completed application form should be submitted at least 3 weeks in advance of the intended date of group visit. Application is accepted up to 1 month in advance.
2. Applicant shall expect to receive an acknowledgement of application within 4 working days after the submission of application.
3. Applications will be processed subject to the availability of time slot, facilities and other arrangements of the group visit. Successful application will be confirmed in writing.
4. New application is required for any change of the date or time of the group visit.
5. The Public Records Office (PRO) reserves the final right to approve an application. The PRO reserves the right to withdraw approval if misrepresentation of information provided by the applicant can be found.
6. The onsite group visit includes an introduction of the PRO holdings, services, thematic exhibition as well as a film show. It usually lasts about 1 hour.
7. Onsite group visit is free of charge.
8. The minimum number of participants for onsite group visit is 20 and the maximum number of participants is 40.
9. Submit application form to the PRO by email (proinfo@grs.gov.hk), fax (+852 2804 6413) or in person. Contact us (email: proinfo@grs.gov.hk or phone no: +852 2195 7700) for enquiry.

Personal data provided by means of the form will be used for application for school/organisation group visits of the PRO. You have the right to request access to and to correct personal data in accordance with Personal Data (Privacy) Ordinance. Enquiries concerning the personal data, including the request for access and correction, please address to the PRO by email (proinfo@grs.gov.hk), fax (+852 2804 6413) or in person.

Name of applicant: _____

Name of organisation: _____

Address: _____

Contact phone no.: _____ Fax: _____

Email: _____

Proposed date and time for onsite group visit (Onsite group visit is available from Monday to Friday, excluding public holidays):

1st Choice Date: _____ (dd/mm/yyyy)

Time: 10:00-11:00 11:00-12:00 15:00-16:00 16:00-17:00

2nd Choice Date: _____ (dd/mm/yyyy)

Time: 10:00-11:00 11:00-12:00 15:00-16:00 16:00-17:00

No. of participants: _____

I have read the Notes on Application and certify that all the information provided in this form is complete and accurate.

Date: _____ (dd/mm/yyyy)