



致 To:  香港/九龍\* 地圖銷售處 Map Publications Centre, HK / Kln\*  
 \_\_\_\_\_ 測量處 District Survey Office, \_\_\_\_\_

本人/本公司\* 遺失圖則訂單，現欲申請領回所訂貨品，本人/本公司\* 謹提供以下資料：

I / We \* confirm that I / we \* have lost the Plan/Photo Printing Order Form of the following order and would like to collect the ordered product(s):

1. 購買日期 Date of Purchase : \_\_\_\_\_

2. 收據編號 Receipt No. : \_\_\_\_\_

3. 圖則訂單上的資料 Information on Plan/Photo Printing Order Form

訂單編號 Order Form No. : \_\_\_\_\_

聯絡人 Contact Person : \_\_\_\_\_ 電話 Tel. No. : \_\_\_\_\_

貨品名稱 Product	數量 Quantity	金額 Amount (\$)
i.		
ii.		
iii.		
iv.		
總金額 Total Amount :		

+ + + + + + + + + +

貨品已/未\* 收妥。 Products have / have not \* been collected.

(圖則訂單編號 Plan/Photo Printing Order No. : \_\_\_\_\_ )

簽署 Signature : \_\_\_\_\_ 姓名 Name : \_\_\_\_\_ 日期 Date : \_\_\_\_\_

香港身份證/僱員證\* 號碼 HKID / Staff ID \* Card No. : \_\_\_\_\_ 機構名稱 Organization Name : \_\_\_\_\_

聯絡電話 Tel. No. : \_\_\_\_\_ 地址 Address : \_\_\_\_\_

(備註：若貨品於日後領取，香港身份證/僱員證號碼可於簽收貨品之SMF-0128表格上提供。 Note: If products are to be collected at a later stage, another SMF-0128 form will be used for acknowledgement of receipt and HKID / Staff ID Card No. can be provided thereof.)

**內部專用 For Office Use Only**

<input type="checkbox"/> Request entertained _____ <input type="checkbox"/> Request not entertained due to the following reason(s): _____	Handled by : _____ Rank / Post : _____ Date : _____
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\* 請刪去不適用者。 Delete whichever is inappropriate.  請在適當的方格內 "√"。 Please "√" where applicable.

**收集個人資料：**本表格所收集的個人資料只供地政總署用於處理與本表格相關的事宜。根據<個人資料(私隱)條例>，你可以要求查閱和更正你的個人資料。如要提出相關要求，請聯絡部門個人資料管制主任[經辦人：高級土地測量師(技術資訊)]。地址：香港北角渣華道333號北角政府合署23樓地政總署；電郵地址：[smohq@landsd.gov.hk](mailto:smohq@landsd.gov.hk)；電話：2231 3826。

**Collection of Personal Data:** The personal data collected in this form will only be used by Lands Department for the purposes directly related to the handling of your request(s) made in this form. Under the Personal Data (Privacy) Ordinance, you have the right to request access to and/or correction of your personal data. Such requests should be addressed to Departmental Personal Data Controlling Officer [Attn: Senior Land Surveyor/Technical Information]. Address: Lands Department, 23/F North Point Government Offices, 333 Java Road, North Point, Hong Kong; Email: [smohq@landsd.gov.hk](mailto:smohq@landsd.gov.hk); Tel. No.: 2231 3826.