



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

內部專用 For Office Use Only Request No.
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(請在下面提供有關申請的詳細資料。 Please provide details of request below.)

- 申請事項 Type of Request: 退換貨品 Exchange of Product 退款 Refund
- 申請原因 Reason(s) for Request: _____
- 退回貨品詳情 Details of Returned Product
 購買日期 Date of Purchase: _____ 購買地點 Place of Purchase: _____
 收據/訂單編號 Receipt/Order No.: _____ 付款方式 Paid by: _____
 貨品名稱 Product: _____ 金額 Amount: _____
- 更換貨品詳情 (適用於退換貨品申請) Details of Product in Exchange (Applicable to Product Exchange Request)
 貨品名稱 Product: _____ 金額 Amount: _____
- 退款詳情 (適用於退款申請) Refund Details (Applicable to Refund Request)
 收款人姓名 Name of Payee: _____
 郵寄地址 Mail Address: _____

- 本人 / 本公司 * 謹附上上列第三項之退回貨品及收據正本。
I / We * attach the returned product and the original receipt(s) mentioned in Item 3 above.
- 本人 / 本公司 * 答應不追回差額。
I / We * undertake not to apply for refund on the outstanding balance.

申請人簽署 Applicant's Signature: _____ 姓名 Name: _____ 聯絡電話 Tel. No.: _____
 公司名稱 Company Name: _____ 日期 Date: _____

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<input type="checkbox"/> Request approved	Approving Officer Signature: _____ Name & Post: _____ Date: _____
<input type="checkbox"/> Request rejected due to the following reason(s): _____	
<input type="checkbox"/> Follow-up action taken (if any): _____	
<input type="checkbox"/> Receipt No. _____ issued for additional payment.	Handling Officer Signature: _____ Name: _____ Date: _____
<input type="checkbox"/> GF278 No. _____ issued for returned product.	
<input type="checkbox"/> GF277 No. _____ issued for product in exchange.	
<input type="checkbox"/> Original sales counter informed.	

* 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; 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; Tel. No.: 2231 3826.