地政總署測繪處
SURVEY AND MAPPING OFFICE
LANDS DEPARTMENT

申請退換貨品 / 退款
Request for Product Exchange / Refund

內部專用 *For Office Use Only*
Request No.

致 To : ☐ 香港地圖銷售處 Map Publications Centre, HK
☐ 元朗測量處 District Survey Office, Yuen Long

(請在下面提供有關申請的詳細資料。 Please provide details of request below.)

1. 申請事項 Type of Request : ☐ 退換貨品 Exchange of Product ☐ 退款 Refund
2. 申請原因 Reason(s) for Request : _____
3. 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 : _____
4. 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 : _____
5. 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。
I / We * attach the returned product and the 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 : _____

內部專用 *For Office Use Only*

☐ *Request approved*
☐ *Request rejected due to the following reason(s):*
_____
☐ *Follow-up action taken (if any):*
_____

Approving Officer
Signature : _____
Name & Post : _____
Date : _____

☐ *Receipt No.* _____ *issued for additional payment.*
☐ *GF278 No.* _____ *issued for returned product.*
☐ *GF277 No.* _____ *issued for product in exchange.*
☐ *Original sales counter informed.*

Handling Officer
Signature : _____
Name : _____
Date : _____

* 請刪去不適用者。 Delete whichever is inappropriate. ☐ 請在適當的方格內 "√"。 Please "√" where applicable.

收集個人資料聲明: 本表格所收集的個人資料僅供地政總署用於處理與本表格相關的事宜。提供個人資料純屬自願性質。若你未能提供所須個人資料，地政總署可能無法處理本次申請。在未取得你的同意前，地政總署不會把你的個人資料向第三者披露或轉移。你有權要求查閱及更改你在本表格中提供的個人資料。在香港法例第486章《個人資料（私隱）條例》第20條指定的情況下，地政總署或會拒絕查閱資料的要求。請透過以下方式向部門個人資料管制主任（經辦人: 高級土地測量師/技術資訊）提出查閱或更改個人資料的要求。電郵：smohq@landsd.gov.hk; 地址：香港北角渣華道333號北角政府合署23樓地政總署測繪處。

Personal Information Collection Statement: The personal data collected in this form will only be used by Lands Department for the purposes directly related to the handling of your submission made in this form. The provision of your personal data is voluntary. If you do not provide personal information, Lands Department may not be able to process your application. The personal data collected in this form will not be disclosed or transferred to any other third parties without your prior consent. You have the right to request access to and correction of your personal data provided in this form. Please note that we may refuse to comply with a data access request in the circumstances specified in section 20 of the Personal Data (Privacy) Ordinance (Cap. 486). Your requests should be made to the Departmental Personal Data Controlling Officer (Attn: Senior Land Surveyor/Technical Information). Email: smohq@landsd.gov.hk; Address: Survey and Mapping Office, Lands Department, 23/F North Point Government Offices, 333 Java Road, North Point, Hong Kong.