

申請流程 Application Procedures										
查詢 Enquiry	⇒	遞交申請表格 Application Submission	⇒	處理申請 Application Processing	⇒	通知申請結果 Result Notification	⇒	印製展覽圖板 Production of Exhibition Panels	⇒	運送展覽圖板到校 Delivery of Exhibition Panels to School

索取展覽圖板申請表格 Request for Exhibition Panels

請在適當方格內填上“☑”。 Please mark “☑” in the appropriate boxes.

申請人姓名：
Name of Applicant

職位：
Post Title

學校名稱：
Name of School

☐ 小學 Primary School
☐ 中學 Secondary School

電話號碼：
Telephone No.

傳真號碼：
Fax No.

電郵：
E-mail

送貨地址：
Address for Delivery

展覽圖板 Exhibition Panels

展板為防水紙料，每塊約闊 60 厘米、高 85 厘米，重 120 克。
Each waterproof-paper panel is about 60 cm wide x 85 cm high and weights 120 g.

主題 Title	每套展板數量 No. of Panels per Set	擬議運送日期 Intended Date of Delivery	擬議運送時間 Intended Time of Delivery
小學 Primary School (最多可選擇每個主題各一套 Please select maximum one set of each title)			
<input type="checkbox"/> 飲食文化 Food Culture	10		
<input type="checkbox"/> 節慶活動 Festive Events	12		
中學 Secondary School (最多可選擇每個主題各一套 Please select maximum one set of each title)			
<input type="checkbox"/> 傳統手工藝 Traditional Craftsmanship	12		
<input type="checkbox"/> 傳統習俗 Traditional Rituals	12		

聲明 Declaration

茲證明上述資料均正確無訛，並無遺漏，並願意遵守有關的申請及使用條款。

I hereby certify that all the information given on this form is correct and complete, and agree to abide by the Terms and Conditions of Application and Use.

(簽署前，請先閱讀申請及使用條款。 Please read the Terms and Conditions of Application and Use before signing)

日期：
Date

申請人簽署及學校蓋章：
Signature of Applicant and
School Seal

本辦事處專用 For official use only	
Approval	Progress
Approved / Not approved* *請刪去不適用者 Delete where appropriate Signature: _____ Post: _____ Date: _____	Notification of application result on: _____ Exhibition panels ready date: _____ Delivery date: _____

申請及使用條款 Terms and Conditions of Application and Use

1. 如欲申請索取非物質文化遺產辦事處的展覽圖板，申請人必須填妥及簽署本申請表格，並連同學校蓋章，以郵寄（地址：新界荃灣西樓角道1-17號新領域廣場1615-1616室）、傳真(2462 6320)或電郵(icho@lcsd.gov.hk)方式遞交。
Please fill in and sign this application form and stamped with official seal for collecting the exhibition panels from the Intangible Cultural Heritage Office. The duly completed application form can be submitted by post (Address: Unit 1615-1616, Grand City Plaza, 1-17 Sai Lau Kok Road, Tsuen Wan, New Territories), fax (2462 6320) or email (icho@lcsd.gov.hk) to Intangible Cultural Heritage Office.
2. 申請人必須於擬議運送日期前**最少兩星期**遞交申請表格。本辦事處只接受最早三個月前的申請。所有申請將按先到先得的原則處理。
Applicants are required to submit the completed application form **at least two weeks before** the intended date of delivery. Applications are accepted up to three months in advance and will be processed on a first-come, first-served basis.
3. 由收到申請表格的日期起計，一般會於七個工作天內經電郵或傳真方式發出書面通知。本辦事處將與成功申請者確認運送詳情。
Upon receipt of the application form, written notification by email or fax would normally be issued within 7 working days. For successful application, the Office will confirm details of delivery with the applicant accordingly.
4. 本辦事處將安排運送展覽圖板至申請人所屬的學校。申請人須於約定日期安排人員接收展覽圖板。
The Office will arrange delivery for exhibition panels to the school of the applicant. Applicant should collect the exhibition panels on the designated dates.
5. 申請人須於約定日期內接收展覽圖板，逾期則作自動放棄論。如因惡劣天氣而未能如期運送及/或接收展覽圖板，本辦事處將會與申請人聯絡，另作安排。
Applicants are required to collect the exhibition panels on the appointed day. If the exhibition panels are not collected at the confirmed time, this will be deemed as voluntary waiver of the right to have the exhibition panels. If the exhibition panels cannot be delivered and/or collected as scheduled due to inclement weather conditions, the Office will contact the applicant for re-arrangement.
6. 所有展覽圖板上的資料版權均屬香港特別行政區政府所有。未經本辦事處同意，不得擅自以任何形式翻印、複製或更改展覽圖板資料內容。
The Government of the Hong Kong Special Administrative Region possesses the copyright of the exhibition panels. The content of the materials shall not be reproduced, duplicated or altered in any format in any way without the prior consent of the Office.
7. 申請人及其所屬學校不得向展覽圖板觀賞者收取任何費用，或未經本辦事處同意，擅自將展覽圖板外借予其他學校/機構。
The applicant and his/her school should not impose any charge on the viewers, or lend the exhibition panels to any other schools/organisations without the Office's prior consent.
8. 展覽圖板在申請人/學校保管和使用時，對其他人造成任何意外、損傷或損害，本辦事處概不負任何責任。
The Office is not liable for any accident, damage or harm caused to any persons when the exhibition panels are in use or under the custody of the applicant/school.
9. 申請接受與否，本辦事處保留最後決定權。
Applications are subject to the Office's final approval.
10. 提供個人資料純屬自願性質。然而若資料不足，本辦事處職員可能無法處理有關申請。根據個人資料(私隱)條例(香港法例第486章)第十八、二十二條及附表一載列的第六原則，申請人所提供的個人資料，將用以處理其申請。申請者如欲查閱及/或改正本申請表內的個人資料，可致電2488 1708與二級助理館長(非物質文化遺產)教育及社區聯絡。
While the provision of personal data is voluntary, the Museum staff may not be able to process the application due to insufficient information provided. Personal data given by the applicant in this form shall be used for processing the application in accordance with Section 18, 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap.486 HK Laws). Request for access and/or correction of personal data stated in this form should be made to Assistant Curator II (Intangible Cultural Heritage) Education & Community at 2488 1708.