

LICENSING APPEALS BOARD
NOTICE OF APPEAL

To: The Secretary, Licensing Appeals Board

1. Full name of Appellant: (English)
.....(Chinese)
2. Address of Appellant:
.....
Telephone No. of Appellant:
3. Address of Appellant for service of documents (if different from the above):
.....
4. Details of decision appealed against :
(Please attach a copy of the decision issued by the licensing authority and indicate the particular aspect(s) being the subject of the appeal.)
.....
.....
5. The grounds for this appeal are:
.....
.....
.....
(Please set them out in full and attach additional sheets, if necessary.)

Dated this day of 20.....

.....
(Signature of Appellant)

- Note :
- (1) You are required to attach to this notice copies of all documents, if any, on which you intend to rely in support of your appeal.
 - (2) The completed Notice of Appeal should be sent by post or in person to the Licensing Appeals Board Secretariat [Office hours: 8:45 am to 1:00 pm and 2:00 pm to 6:00 pm, Monday to Friday (except public holiday)] at 17/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. Should you wish to submit appeal documents in person on Saturday (except public holiday), please deposit the documents into the drop-in box on the ground floor of East Wing, Central Government Offices.
 - (3) For enquiries, please contact the Licensing Appeals Board Secretariat at 3509 7708 or by fax at 2136 3282.

Personal Data in the Notice of Appeal to the Licensing Appeals Board

Purpose of Collection

1. The personal data you provide in the Notice of Appeal will be used by the Licensing Appeals Board for the following purposes:

- (a) activities relating to the appeal lodged by you to the Licensing Appeals Board; and
- (b) facilitating communication between the Licensing Appeals Board and yourself.

2. The provision of personal data by means of the Notice of Appeal is voluntary. If you do not provide sufficient information, the Licensing Appeals Board may not be able to process your appeal.

Classes of Transferees

3. The personal data you provide by means of the notice of appeal may be disclosed to the other party to the appeal and the relevant government departments/organizations for the purposes mentioned in paragraph 1 above.

Access to Personal Data

4. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of the Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of the Notice of Appeal and/or other documents provided by you containing your personal data.

Enquiries

5. Enquiries concerning the personal data collected by means of the Notice of Appeal including the making of access and corrections, should be addressed to:

Senior Executive Officer (Administration)
Environment and Ecology Bureau
18/F, East Wing, Central Government Offices
2 Tim Mei Avenue,
Tamar, Hong Kong

Tel. No.: 3509 8769

**牌照上訴委員會
上訴通知書**

致：牌照上訴委員會秘書

1. 上訴人全名：.....(中文).....(英文)
2. 上訴人地址：.....
上訴人電話號碼：.....
3. 上訴人供送達文件的地址(如與上址不同)：
.....
.....
4. 上訴所針對的決定的詳情：
(須夾附由有關發牌當局發出的決定的副本一份，並須指出就甚麼方面的事宜提出上訴)
.....
.....
.....
5. 上訴理由如下：(須詳細列述，如有需要，可加上附頁)
.....
.....
.....

日期：20.....年.....月.....日

.....
(上訴人簽署)

- 附註：
- (1) 你必須將所有你擬倚賴以支持這宗上訴的文件(如有的話)的副本附於本通知書。
 - (2) 填妥的上訴通知書應送交或郵寄牌照上訴委員會秘書處，地址是香港添馬添美道2號政府總部東翼17樓(辦公時間：星期一至星期五(公眾假期除外)上午8時45分至下午1時及下午2時至下午6時)。如欲在星期六(公眾假期除外)專人遞交上訴文件，請將文件投進設於政府總部東翼地下大堂的收件箱內。
 - (3) 如有查詢，請致電3509 7708或傳真往2136 3282牌照上訴委員會秘書處。

給牌照上訴委員會的上訴通知書內的個人資料

收集資料的目的

1. 牌照上訴委員會可使用你在上訴通知書內提供的個人資料，作下述用途：

- (a) 就你向牌照上訴委員會提出的上訴進行有關的工作；以及
- (b) 方便牌照上訴委員會與你聯絡。

2. 使用這上訴通知書提供個人資料，純屬自願性質，但假如你未能提供足夠資料，牌照上訴委員會可能無法處理你的上訴。

可獲轉移資料的人士類別

3. 為進行上文第 1 段所載的工作，牌照上訴委員會或會向其他上訴當事人和有關的政府部門／機構，披露你在上訴通知書內提供的個人資料。

個人資料的查閱

4. 《個人資料(私穩)條例》第 18 條和 22 條，以及附表 1 第 6 原則訂明，你有權查閱和改正個人資料。你查閱個人資料的權利，包括索取一份列出你個人資料的上訴通知書及/或你所提供載有你個人資料的其他文件的複本。

查詢

5. 如需查詢這上訴通知書所載你的個人資料，或擬查閱和改正這些資料，請與下述人員聯絡：

香港添馬
添美道 2 號政府總部東翼 18 樓
環境及生態局
高級行政主任(行政)

電話：3509 8769