



團體參觀申請表

Group Visit Application Form

請填妥本表格並傳真(傳真號碼：2788 5056)或電郵至hkpcenq@hkpc.org預約參觀。
Please complete this application form and send to us (Fax: 2788 5056 or Email: hkpcenq@hkpc.org).

參觀團體/機構名稱 Name of Visiting Party/ Organisation :			
地址 Address :			
聯絡人 Contact Person :	職銜 Position :		
電話 Tel :	電郵 e-mail :		
計劃參觀日期 (星期一至五) Proposed date of visit (Mon to Fri) :	計劃參觀時段 Proposed session of visit :	<input type="checkbox"/> 第一節 Session 1: 10:30 – 11:45 <input type="checkbox"/> 第二節 Session 2: 11:00 – 12:15 <input type="checkbox"/> 第三節 Session 3: 14:30 – 15:45 <input type="checkbox"/> 第四節 Session 4: 15:30 – 16:45	
語言選擇 Language preferred :	<input type="checkbox"/> 粵語 Cantonese <input type="checkbox"/> 英語 English <input type="checkbox"/> 普通話 Putonghua		
參觀目的 Visit Objective:	<input type="checkbox"/> 業界/機構參觀 Industry Visit <input type="checkbox"/> 學術交流 Academic Collaboration <input type="checkbox"/> 學校導賞團 School Visit (年級 Grade/Year _____) <input type="checkbox"/> 其他·請註明 Others, please specify _____		
參觀人數: No. of visitors: (每團最多30人 Max. 30 persons each group)	(請附參觀者名單/訪客背景資料) (please attach visitor list / supplementary information)	隨行職員人數 No. of staff:	
參觀日負責人姓名 Contact on the day of visit :		手機 Mobile :	
特別興趣 Special area of interests :			
申報 Declaration :	貴機構有沒有向參加者收取費用? Is this tour a fee-charging activity? <input type="checkbox"/> 有 Yes 如有·請提供收費詳情 (例如活動單張) If yes, please provide details of the fee (e.g. copy of the activity flyer) <input type="checkbox"/> 沒有 No		

- 本人已閱讀並同意後頁之「參觀安排及注意事項」。
 I have read and agreed with the attached "Arrangement of Visits and Note to Visitors".

機構負責人簽署 Signature of Person in Charge :	機構印章 Chop of organization :
姓名 Name :	
日期 Date :	

本局專用 For official use only
收表日期 Application received on _____
免費導賞服務 Free docent services <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No → Referred to _____

參觀安排及注意事項

Arrangement of Visits and Note to Visitors

- ◆ 香港生產力促進局(生產力局)一般僅為學校、學院及業界組織安排導賞團。
HKPC guided tours are, in general, arranged for schools, academic institutions and trade associations only.
- ◆ 星期六、日及公眾假期不設參觀或導賞團服務。
There will be no visits/ guided tours on Saturdays, Sundays and Public Holidays.
- ◆ 若發出三號或以上颱風訊號警告或黃色暴雨警告，所有參觀或導賞團將會取消。
All visits / guided tours will be cancelled if Typhoon Signal Warning No.3 or above or Amber Rainstorm Warning is issued.
- ◆ 請連同申請表格一併提交參觀者名單/訪客背景資料。
Please provide the delegation list / background information of the visiting group together with the application.
- ◆ 本局收到申請團體/申請者的預約申請後，將發電郵確認。如提交申請後七個工作天仍未收到回覆確認，請即聯絡本局企業傳訊部，電話(852) 2788 5678 或電郵: hkpcenq@hkpc.org。
HKPC will acknowledge receipt of the application by email within seven working days. Please contact HKPC' s Corporate Communication Division at tel.: (852) 2788 5678 or email: hkpcenq@hkpc.org in case of a missing confirmation.
- ◆ 如欲撤銷活動申請，請立即以書面或電郵通知本局企業傳訊部。
To cancel the visit, please notify HKPC' s Corporate Communication Division in writing or by email immediately.
- ◆ 參觀期間，訪客必須遵守本局職員的指示及安排，否則可能會被要求離開生產力局大樓。
Visitors must observe the instructions and arrangements of HKPC staff during the visit, or they may be requested to leave the HKPC Building.
- ◆ 完成參觀後，訪客會被邀請填寫訪客意見問卷。
Visitors will be invited to complete a visitor survey at the end of the visit.
- ◆ 申請團體/申請者提供的個人資料，只會由本局用於處理參觀申請及內部報告。
All personal data provided will only be used by HKPC for processing the visit application and internal reporting.
- ◆ 生產力局會向收取費用的來訪團體收取行政費用，具體收費將會另行通知。
HKPC will impose an administrative charge to visiting organizations which operates fee-charging tour. The charging details will be notified separately.
- ◆ 生產力局對處理申請事宜保留一切權利。如發現申請團體/申請者呈報失實資料，本局有權拒絕其申請或取消有關活動。
HKPC reserves the right to consider applications at its sole discretion. If any information provided by the applicant is found to be untrue, HKPC may reject the application or cancel scheduled visits/ guided tours.