

會員申請表

Please write in block letter 請用正楷填寫

1. Name of the Applicant 申請人姓名 (中文) 博士/先生/小姐/女士
(English) Dr./Mr./Miss/Mrs.
- Name of the Institution 申請機構名稱 (中文)
(English)

2. Category of Membership
會員類別

Institutional Members
機構會員

Basic Members
基本會員

General Members
一般會員

Please tick this box if you wish to become a member of the Business Records Group (BRG), a sub-committee of HKAS and to be added to their mailing list free of charge.

如欲同時成為本會商業檔案分組成員，及收取該組之免費通訊請選填此格。

3. Address of the Applicant / Institution

申請人/機構地址 (中文)

(English)

Tel (電話) _____ Fax (傳真) _____

E-mail Address (電郵) _____ @ _____

4. For Institutional Members only (機構會員適用)

Representative of Institution
機構代表

Current Position
職位

Date of Establishment
成立日期

Title of Head of Institution
機構負責人職稱

Number of Members
成員數目

Type of Organization
機構類別

Give a brief account of the work undertaken by the institution (use separate sheet if necessary).

請簡述貴機構的工作性質

5. For Basic Members and General Members only (基本及一般會員適用)

Occupation
職業

Current Position
職位

Name of Service Institution
(in Chinese and English)
服務機構名稱 (中、英文)

Briefly account for your working experience with archives (use separate sheet if necessary).
請簡述從事檔案工作經驗

6. Declaration 宣稱

I, the undersigned (name)
本人 (姓名)

of (name of institution)
機構名稱

request Hong Kong Archives Society Limited to accept the above application and agree to abide by the constitution of Hong Kong Archives Society Limited to promote archival activities and co-operation of members.
證實上述資料全部正確無訛，現請香港檔案學會有限公司接納本人申請為會員，並同意遵守貴會的守則及參與促進會員間合作和有關活動。

Signature
簽署

Date
日期

Official Seal/Chop
機構蓋章
(For Institutional
Members only
機構會員適用)

Notes 備註

1. Personal data provided as part of an application for membership will be used solely for the purpose of application, and the data will be handled by Hong Kong Archives Society Limited (HKAS) staff only. 本申請表內有關的個人資料將僅供本會職員作處理申請會員資格之用。
2. Applicant is advised to provide all the information requested in this application form; otherwise, HKAS may not be able to process their applications. 申請人請盡量提供足夠資料，否則本會不能處理閣下之申請。
3. When the process of application for membership has been completed:
(a) the document of unsuccessful applicant will be destroyed; and 如入會申請不被接納，本會將銷毀一切有關的個人資料
(b) the document showing personal information of successful applicant will become part of the members file; in which case, the data will thereafter be handled by HKAS staff. 成功申請者的個人資料將會存入會員檔案並由本會職員處理。
4. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request access to, and to request the correction of their personal data. Those who wish to access or make correction to their personal data are required to contact the Secretariat of Hong Kong Archives Society Limited at: 根據個人資料 (私隱) 條例，申請人有權查閱及更改其個人資料，請以書面向本會秘書處申請，地址如下：

P.O. Box 8374, General Post Office, Hong Kong
香港郵政總局 郵政信箱 8374 號

附件一

香港檔案學會有限公司會費回條

(2009 至 2010 年度)

本人/機構** (英文名稱：_____ 中文名稱：_____) 現附上港幣\$_____之劃線支票乙張 (抬頭：「香港檔案學會」*；編號：_____；銀行：_____) 作為支付香港檔案學會 2009 年度 機構會員/

基本會員/一般會員**費用。

*因為有限公司之銀行帳戶仍未開立，暫時繼續借用舊有“香港檔案學會”之戶口

**請刪去不適用者

註：

香港檔案學會有限公司 2009 年度各類會員費用如下：

1. Institutional Members 機構會員：港幣 \$ 1,500
2. Basic Members 基本會員：港幣 \$ 400
3. General Members 一般會員：港幣 \$ 300
4. Student Members 學生會員：港幣 \$ 150