

**ADMINISTRATIVE APPEALS BOARD ORDINANCE (CAP. 442)**

**NOTICE OF APPEAL**

\*I/We, \_\_\_\_\_ the Appellant,  
at the address of \_\_\_\_\_

(Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ ), appeal against the decision  
of the \_\_\_\_\_

(A copy of the notice of decision dated \_\_\_\_\_ is at Annex A.)

The grounds of \*my/our appeal are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please use additional sheets if necessary.)  
(Documentary support for the appeal is at Annex B.)

Date: \_\_\_\_\_ Signature of Appellant: \_\_\_\_\_

\* Please delete as appropriate.

Note: Notice of Appeal may be sent by post or by fax to the Administrative Appeals Board Secretary. (Address: Room 321, 3/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. Fax No.: 2526 4133)

Should any person wish to submit the Notice of Appeal in person, he/she may deliver it to the above address during office hours (Monday to Friday (except public holiday) from 8:45 am to 1:00 pm and from 2:00 pm to 6:00 pm). If on Saturday (except public holiday), please deliver it to the G/F, Reception Counter, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong from 9:00 a.m. to 12:00 noon.

For enquiries and assistance, please contact the Secretary by phone at 2810 2092 or by fax at 2526 4133.

# **Administrative Appeals Board**

## **Collection of Personal Data**

### **Statement of Purpose**

#### **Purpose of Collection**

1. The personal data in this notice of appeal and other documents provided by you will be used by the Administrative Appeals Board for purposes directly relating to your appeal. The provision of personal data by you is voluntary. However, if you do not provide sufficient information, the Administrative Appeals Board may not be able to process your appeal.

#### **Classes of Transferees**

2. The personal data provided by you may be disclosed to the other parties to the appeal and parties and government departments/organisations relevant to the appeal for the purposes stated in paragraph 1 above.

#### **Access to Personal Data**

3. 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 Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data in this notice of appeal and other documents provided by you for the purposes of your appeal.

#### **Enquiries**

4. Enquiries concerning the personal data collected from you, including the making of access and corrections, should be addressed to:

Senior Executive Officer (Personnel & Finance)  
Departmental Administration Unit  
Chief Secretary for Administration's Office  
25/F, Central Government Offices  
2 Tim Mei Avenue,  
Tamar, Hong Kong  
Tel: 2810 2388