

表格 1 FORM 1
《物業管理服務條例》 PROPERTY MANAGEMENT SERVICES ORDINANCE
(第 626 章) (Chapter 626)

根據條例第 34 條遞交的上訴通知 NOTICE OF APPEAL UNDER SECTION 34

填寫本表格前請細閱下面附註 **Before completing this form read the notes below**

致： 民政事務局局長（經辦人：上訴委員團秘書）

To: Secretary for Home Affairs (Attn.: Secretary to the Appeal Panel)

1. 上訴人姓名／名稱 Full Name of Appellant

2. 電話 Telephone No.

3. 上訴人地址 Address of Appellant

4. 上訴人收件地址（如與上址不同的話），或經正式授權的上訴人代表的姓名及收件地址
Address of Appellant (if different from the above), or name and address of the duly authorised representative for service

5.. 上訴所針對的決定的詳情（請附上有關決定副本一份，並指出就那一方面事宜提出上訴）
Details of the appeal against the decision (Please enclose a copy of the notice of decision and specify the matters which you wish to appeal against)

6. 上訴理由 The grounds of the appeal

7. 準備提出的證據／出示的文件（請附上用以支持上訴的文件，如有）
Evidences and documents to be submitted (Please enclose the supplementary documents in support of the appeal, if any)

8. 擬傳召的證人（如有） Persons intended to be summoned as witness (if any)

（如有需要，請另紙書寫） (Please attach additional sheets, if necessary)

聲明

本人現證明在本表格（及相關夾附文件）提供的資料真確無誤。本人明白，本人如就這次上訴作出明知虛假的陳述或申述，可被檢控和招致刑事責任。

Declaration

I certify that the information given in this form (and in relevant documents enclosed) is true and correct. I understand that, if I knowingly make any false statement or false representation in respect of the appeal, I may be prosecuted and incur criminal liability.

日期：20____年____月____日

Dated this ____ day of _____ 20____

上訴人（姓名及簽署）

Appellant (Name and Signature)

附註 Notes

1. 遞交本通知前，請參閱《物業管理服務條例》（第626章）（《條例》）及《物業管理服務（發牌及相關事宜）規例》（第626B章）。

You are advised to read the Property Management Services Ordinance (Cap. 626) (“the Ordinance”) and the Property Management Services (Licensing and Related Matters) Regulation (Cap. 626B) before lodging this notice of appeal.

2. 本表格供對物業管理業監管局（監管局）根據《條例》第34(1)(a)至(e)條所作的決定／裁斷／命令感受委屈的人士使用。

This form is to be used by a person who is aggrieved by a decision / finding / order of the Property Management Services Authority (“PMSA”) under section 34(1)(a) to (e) of the Ordinance.

3. 本表格須按表格所載的指示填寫。任何人如欲根據《條例》第34(1)(a)至(e)條款，針對相關事宜提出上訴，須在收到有關決定的通知／裁斷作出／命令的通知後的21日內，就要反對的決定／裁斷／命令，向民政事務局局長提交書面通知（地址：香港灣仔軒尼詩道130號修頓中心31樓）。

This form must be completed in accordance with the directions specified in the form. A person aggrieved by the matters under section 34(1)(a) to (e) of the Ordinance may lodge an appeal in writing with the Secretary for Home Affairs (address: 31/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong) within 21 days after receiving notice of the decision / the finding is made / receiving notice of the order from the PMSA in respect of the decision / finding / order you wish to appeal against.

為避免郵件延誤或未能成功派遞，上訴人須在投寄郵件前確保已支付足夠郵資。上訴人須承擔因郵資不足而引致的任何後果。如欲專人送遞書面通知，可於辦公時間內送交上述地址（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）。

To avoid delayed or unsuccessful delivery of mail items to the Secretariat of the Appeal Panel, an appellant should ensure that his / her mail items bear sufficient postage before posting. The appellant is responsible for any consequences arising from insufficient postage. Should any person wish to submit the Notice of Appeal by hand, 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).

4. 遞交本通知時，請同時將通知副本一份送達監管局。監管局可能要求你提供進一步詳情及文件，以供查閱。

At the same time that this notice is lodged you are required to serve a copy of this notice on the PMSA. You may also be required to furnish further particulars or produce documents for the information of the PMSA.

5. 如有需要，你或會被要求提供進一步資料／就已提供的資料作出澄清。有關資料（包括任何進一步資料／所作澄清）或會送交其他政府部門／機構作同樣用途。如你未能提供足夠資料，我們或無法處理你的上訴通知申請。

If deemed necessary, you will be requested to provide further information or make clarifications on the information provided. The relevant information (including the further information provided / clarifications made) may be disclosed to other government departments / organisations relevant to the appeal for purposes directly relating to your appeal. If you fail to provide sufficient information, we may not be able to handle your appeal application.

6. 請注意，根據《條例》第37條，除上訴審裁主席應申請而另有命令外，上訴聆訊必須公開進行。聆訊時間表和上訴審裁小組在公開聆訊中或就公開聆訊所作的決定（包括當中所提及的相關上訴當事人的姓名和身分，以及上訴事項等）屬公開資料。一般而言，凡公開資料均可供公眾取閱、引述、抄印、發布和出版。如你希望以非公開形式進行聆訊，則須以書面方式向聆訊有關上訴個案的上訴審裁小組提出申請。

Please note that by virtue of section 37 of the Ordinance, the hearing of an appeal is to be held in public, unless the Chairperson of the Appeal Tribunal, after consulting the parties to the appeal, direct by order that the hearing, or any part of the hearing, be held in private. Hearing schedules and Decisions of the Appeal (including the names and identities of the parties mentioned therein and the subject matters of appeals) given in, or in respect of, public hearings are information in the public domain. Generally, information in the public domain may be accessed, cited, copied, disseminated and published by and to the public. If you wish to apply for a hearing to be held in private, you should make your application in writing to the Appeal Tribunal hearing your appeal.

7. 如有查詢，請聯絡上訴委員團秘書處

For enquiries, please contact the Secretariat of the Appeal Panel

電話
Telephone : 2835 1879

地址
Address : 香港灣仔軒尼詩道 130 號修頓中心 31 樓
31/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong

上訴委員團（物業管理服務）
Appeal Panel (Property Management Services)

個人資料收集
Collection of Personal Data

目的說明
Statement of Purpose

收集資料的目的 Purpose of Collection

1. 你在本上訴表格及你向上訴委員團（物業管理服務）提供的其他文件內的個人資料，會用於與你的上訴個案直接有關的用途。提供個人資料純屬自願，但如果你未能提供足夠資料，上訴委員團（物業管理服務）可能無法處理你的上訴。

The personal data in this Appeal Form and other documents provided by you will be used by the Appeal Panel (Property Management Services) 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 Appeal Panel (Property Management Services) may not be able to process your appeal.

可接受轉移資料的人士類別 Classes of Transferees

2. 上述第1段所載的目的，上訴委員團（物業管理服務）可能會向有關上訴的其他當事人，以及與上訴有關的人士及政府部門／機構，披露你所提供的個人資料。

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.

查閱個人資料 Access to Personal Data

3. 根據《個人資料（私隱）條例》第18條、22條及附表1第6原則的規定，你有權查閱和改正你的個人資料。你的查閱權利包括索取你就這次上訴在本上訴表格及你所提供的其他文件內的個人資料的副本。

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 Appeal Form and other documents provided by you for the purposes of your appeal.

查詢 Enquiries

4. 如欲查詢向你所收集的個人資料，包括查閱和改正這些資料，請聯絡上訴委員團秘書處

For enquiries concerning the personal data collected from you, including the making of access and corrections, please contact the Secretariat of the Appeal Panel

電話 : 2835 1879

Telephone

地址 : 香港灣仔軒尼詩道 130 號修頓中心 31 樓

Address : 31/F, Southorn Centre, 130 Hennessy Road, Wan Chai, Hong Kong