加簽服務 Apostille Service

日期
Date: _____

+申請人 / 國際公證人姓名
Name of Applicant / Notary Public: _____
(身份證明文件上的全名 Full name as per Identification Document)

擬送往目的地[1]
Intended Destination: _____
(以英文填寫 in English)

電話
Tel.: _____

請填寫 A 或 B 項。 Please complete A or B.

A. 申請人確認 Confirmation by Applicant	B. 國際公證人確認 Confirmation by Notary Public
本人**確認**根據本申請發出的文件加簽將在擬送往目的地使用。任何人明知而故意提供不準確或虛假資料，以取得該文件加簽，即屬干犯香港特別行政區法律所訂罪行並會被起訴。 I **CONFIRM** that the Apostille issued under the present application will be used in the Intended Destination. Any person who knowingly and wilfully provides inaccurate or false information to procure the Apostille is guilty of an offence under the laws of HKSAR and will be prosecuted.	本人**確認**：(a)已獲客戶告知根據本申請發出的文件加簽將在擬送往目的地使用；及(b)本人已告知客戶，任何人明知而故意提供不準確或虛假資料，以取得該文件加簽，即屬干犯香港特別行政區法律所訂罪行並會被起訴。 I **CONFIRM** that: (a) I have been informed by my client that the Apostille issued under the present application will be used in the Intended Destination; and (b) I have informed my client that any person who knowingly and wilfully provides inaccurate or false information to procure the Apostille is guilty of an offence under the laws of HKSAR and will be prosecuted.
申請人簽署 Signature of Applicant: _____	國際公證人簽署 Signature of Notary Public: _____

只供加簽服務組填寫 For Office Use Only

文件加簽編號 Apostille No.	件數 Set	付款收據號碼 Payment Receipt No.

LG2 Accounts Office $

低層2樓 會計部 $

文件加簽編號 Apostille No.

收文件回條
Receipt For Collection

最早可領件日期
Ready Date: _____

我們已收到你申請加簽的文件 _____ 份。請你於上述的領件日期攜同此收據前來領取文件。
如 3 個月內仍未領回，加簽的文件將會被銷毀，不作另行通知。

We have received your_____document(s) for apostille. Please bring with you this receipt to collect the document(s) on the ready date specified above.
The apostilled document(s) will be disposed of without further notice if not collected within 3 months.

領件日期
Collection Date: _____

由申請人領取 **Collected by Applicant**	**由獲授權人代領** **Collected by an authorized person**	
簽收 Sign:	姓名 Name:	簽收 Sign:

註 Note 1

(a) 請檢索加簽服務組於2025年8月發出的公告：“新安排－附加證明書的使用地”中附件I《海牙公約》締約方名單或其不時更新的版本，然後填寫上 “締約方名稱”。該名單可於加簽服務組的櫃位及／或司法機構網頁 (https://www.judiciary.hk) 查閱。
Please check and write down the “name of the contracting party” from the List of Contracting Parties issued by the Apostille Service Office, or any updated version as from time to time, as per the Attachment I to Announcement: “New Arrangement - Geographic Use of Apostille issued by Apostille Service Office” published in August 2025. A copy of it can be found at the Counter(s) of the Apostille Service Office and/or the Judiciary Website https://www.judiciary.hk.

(b) 中國（內地）沒有列入該名單。請參閱由加簽服務組於2025年1月發布的公告以及由香港國際公證人協會於2025年5月26日發出第16/2025C號的通告。
China (Mainland) has not been included in the said List. Please see the Announcement published by the Apostille Service Office in January 2025 and the Circular No.16/2025C issued by the Hong Kong Society of Notaries on 26 May 2025.

+個人資料收集聲明 Personal Information Collection Statement

1. 你提供的資料將用於處理加簽服務申請及其他相關用途。提供個人資料純屬自願，但如你未能提供足夠資料，我們將無法處理你的申請。
The information provided will be used for the processing of the Apostille Service application and other related purposes. The provision of your personal data is voluntary. However, if you do not provide sufficient information, it will not be possible to process your application.

2. 除非對上文第1段所述的目的是必需和有關的，否則申請表中的個人資料不會披露或移轉予其他人士。
Personal data in your application will not be disclosed or transferred to parties unless relevant and necessary for the purposes as stated in paragraph 1 above.

3. 根據《個人資料(私隱)條例》(第486章)(「《條例》」)，你有權要求查閱及更改所提供的資料。司法機構政務處已指派高級司法行政主任(投訴)為公開資料主任，處理根據《條例》提出查閱或更改個人資料的要求。聯絡地址為香港金鐘道38號高等法院大樓。
According to the Personal Data (Privacy) Ordinance (Cap. 486) (“PD(P)O”), you have the right to request access to and correction of information provided by you. The Judiciary Administration has designated Senior Judiciary Executive (Complaints), Access to Information Officer to handle requests for access to or correction of personal data under the PD(P)O. The contact address is High Court Building, 38 Queensway, Hong Kong.
然而，根據《條例》第51A條，由法院、裁判官或司法人員在執行司法職能的過程中持有的個人資料，獲豁免而不受各保障資料原則、第4及5部及第36及38(b)條的條文所管限。查閱及更改法庭紀錄的要求，應按照相關條例，向有關法院或審裁處的有關司法常務官或獲授權人員提出。
However, according to section 51A of PD(P)O, personal data held by a court, a magistrate or a judicial officer in the course of performing judicial functions is exempt from the provisions of the data protection principles and Parts 4 and 5 and sections 36 and 38(b). Requests relating to court records should be referred to the relevant Registrar or the authorised officer of the relevant Court or Tribunal in accordance with the relevant ordinance.