



Government Property Agency
 38/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong
 Attn: ()

Fax: 2596 0859

Application for Location Scouting at Sites/Premises Controlled by the Government Property Agency

Details of Application

Sites/Premises: _____

Date: _____

Time: from: _____ to _____ [only 45 Minutes is allowed]

Nos. of person in scouting party: _____

Photographs, if any are taken, will not be used for commercial purpose. If they are so used, I understand that I am liable to a charge for the use of the premises for commercial purpose, the current rate of which is HK\$7,000 for the first four-hour block and HK\$1,770 for each subsequent four-hour block.

Name of applicant: _____ Signature of applicant: _____

Position of applicant: _____

Tel. : _____ Mobile Tel. : _____

Fax./Email Address _____

Name of company: _____ Company Chop: _____

Address: _____

Date of Application: _____

To: _____

The above application is granted subject to the following conditions:

You shall be liable for and shall fully indemnify the Government of the Hong Kong Special Administrative Region of the People's Republic of China against any expense, liability, loss, claim or proceedings in respect of any damage whatsoever to any property real or personal insofar as such damage arises out of in the course of by reason of the carrying out of the filming scouting or activities in or about the Property and is due to any negligence, omission or default of your company or any persons for whom your company is responsible.

On approval, please present this form to the Site Manager when you come for location scouting.

Signature: _____
 for Government Property Administrator

Name: _____
 Date: _____

Personal Information Collection Statement

- (i) The information provided in this form will be used for processing the application for location scouting at sites/premises controlled by the Government Property Agency and other related property management matters.
- (ii) The provision of personal data in this form is voluntary. However, it is in your interest to complete this form fully and accurately. Failure to do so may lead to delay in processing your application or may make it impracticable to process such matter.
- (iii) You have a right to request access to and correction of your personal data provided in this form. Such request may be made in writing to the Government Property Administrator (Attn: Departmental Secretary) on 9/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Road, Yau Ma Tei, Kowloon.

10/2020