**香港海關學院團體參觀申請表格**

**Application for Group Visit to Hong Kong Customs College**

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| *在填寫本表格前，請先細閱夾附的“申請參觀須知”。* |
| *Please read the “****Notes of Application”*** *attached**before filling in the form.* |
| 團體名稱: |  |
| Name of Organization : |  |
|  |  |
| 地址: |  |
| Address : |  |
|  |  |
| 聯絡人: |  |
| Contact Person : |  |
|  |  |
| 電話號碼(辦公室): |  |
| Telephone Number (Office) : |  |
|  |  |
| 傳真號碼(辦公室): |  |
| Fax Number (Office) : |  |
|  |  |
| 手提電話號碼:  |  |
| Mobile Number : |  |
|  |  |
| 參觀日期及時間: |  |
| Intended Time and Date of Visit : |  |
|  |  |
| 參觀人數: |  |
| Number of Visitors : |  |
|  |  |
| 年齡/班級: |  |
| Age/Class Range : |  |
|  |  |
| 監督人員人數: |  |
| Number of Supervising Staff : |  |
|  |  |
| 負責人姓名: |  |
| Name of Responsible Person : |  |
|  |  |
| 簽署: |  |
| Signature : |  |
|  |  |
| 機構蓋章: |  |
| Organization Chop : |  |
|  |  |
| 日期: |  |
| Date : |  |
|  |  |

**申請參觀須知**

**Notes of Application**

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| 1. | 香港海關學院 | Hong Kong Customs College |
|  | 地址: | 香港新界屯門大欖涌道10號 | Address: | 10 Tai Lam Chung Road, Tuen Mun, Hong Kong |
|  | 電話: | 2257 8007 | Telephone: | 2257 8007 |
|  |  |  |  |  |
| 2. | 香港海關只接受學校或非牟利慈善團體的參觀申請。如屬非牟利慈善團體的申請，請連同有關的登記證明一併遞交。 | Customs and Excise Department only accepts applications from schools and non-profit making charitable organizations. For applications from non-profit making charitable organizations, a copy of the registered proof must be attached with the application form. |
|  |  |  |  |  |
| 3. | 參觀時間: | Opening Hours: |
|  | 星期二下午 | Tuesday afternoon |
|  | 星期四上午 | Thursday morning |
|  |  |  |
|  | 只接受預約申請。 | By appointment only. |
|  |  |  |  |  |
|  | 請於星期一至五辦公時間先致電2257 8007查詢可供選擇的參觀時段。參觀日期及時間以香港海關確認為準。 | Please contact 2257 8007 during office hours from Monday to Friday to check the availability of a visit session. The schedule of visit will be subject to confirmation by Customs and Excise Department. |
|  |  |  |  |  |
| 4. | 填妥本申請表格並傳真致2459 3447以確定參觀日期及時間。 | Please complete and return this form by fax to 2459 3447 to confirm the schedule of visit. |
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| 5. | 每次參觀的人數以四十人為限。 | The number of participants in each guided tour is limited to 40. |
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| 6. | 所有參觀者必須年滿九歲。 | All visitors should be at the age of 9 or above. |
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| 7. | 參觀需時約一個半小時。 | Duration for the guided tour is about one and a half hour. |
|  |  |  |  |  |
| 8. | 只接受未來三個月的申請。 | Only applications for the next three months is accepted. |
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| 9. | 參觀會以先到先得的形式安排。 | Visits will be arranged on a first-come-first-served basis. |
|  |  |  |  |  |
| 10. | 如天文台懸掛八號或以上風球，或發出黑色暴雨警告信號，所有參觀活動即告取消，不另作安排。 | All visits will be cancelled and no other arrangement will be made when Typhoon Signal No.8 or above is hoisted or the Black Rainstorm Signal is issued. |