



照片複製申請表

Application for Reproduction of Photographs



編號 Ref No. () in LCSD CS HM HKHM 4-60/2
(本館專用 For Official Use Only)

申請流程 Application Procedures				
查詢 Enquiry	⇒	遞交申請表 Application Submission	⇒	處理申請 Application Processing
			⇒	通知申請結果 Result Notification
				⇒
				繳費及/或領取複製照片 Payment Arrangement and/or Collection of Reproduced Photographs

申請人姓名:
Name of Applicant _____

公司 / 機構名稱 (如適用):
Name of Company/Institution (if applicable) _____

電話號碼:
Telephone No. _____

傳真號碼:
Fax No. _____

電 郵:
E-mail _____

地 址:
Address _____

請在適當方格內填上“☑”。如有需要，請另備附頁。 Please mark “☑” in the appropriate boxes. If necessary, please use additional papers.

擬複製照片詳情 Details of Photographs to be Reproduced			
博物館號碼 Museum No.	名稱 / 標題 Name / Title	商業用途 Commercial Use	非商業用途 Non-Commercial Use
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

聲明 (聲明須知：申請人如提出虛假聲明，須負上侵犯版權的法律責任。)

Declaration (Note to Declaration: The applicant who makes a false declaration is liable for infringement of copyright.)

我 / 我們聲明使用複製照片作 _____ 用途。
I / We declare that the reproduced photograph(s) will be used for the purpose of _____

如作出版 / 展覽 / 活動用途者，請說明：

Please provide further information if the requested photograph(s) is/are for publication/ exhibition/ event purpose(s):

出版 (如適用) For Publication (if applicable)	展覽或活動 (如適用) For Exhibition or Event (if applicable)
編/著者 Author/Editor: _____	名稱 Title: _____
刊物名稱 Title: _____	日期 Period: _____
性質 Nature#: _____ <input type="checkbox"/> 出售/商業 for sale/commerce (售價 Price: _____/本 Copy) <input type="checkbox"/> 慈善 for charity <input type="checkbox"/> 免費派送 free distribution <input type="checkbox"/> 其他 others _____	地點 Venue: _____ 主辦單位 Organiser: _____
類型 Type#: _____ <input type="checkbox"/> 書籍book <input type="checkbox"/> 期刊periodical <input type="checkbox"/> 小冊子pamphlet <input type="checkbox"/> 雜誌magazine <input type="checkbox"/> 錄像/光碟video/CD-Rom <input type="checkbox"/> 網頁webpage <input type="checkbox"/> 其他others: _____	入場費 Admission Fee: _____ 照片用於製作 Photograph(s) is/are used for the production of: _____

#可選多於一項。You may select multiple options.

申請人/公司/機構已細閱及願意遵守本申請表第2頁所載的申請須知，並繳付所需費用。

The applicant/company/ institution reads through, and agrees to abide by the Notes for Application on page 2 of this application form and pay the necessary fees if required.

(若屬公司/機構請加蓋章)

日期Date: _____ 申請人簽署Signature of Applicant: _____ (Company/ Institution Chop where applicable)

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Approval	Fees	Progress
<input type="checkbox"/> Approved <input type="checkbox"/> Not approved <input type="checkbox"/> Approved, except Item No.: _____ MD/C() _____ Date / / _____	HK\$ _____ Received on: _____ <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Draft / Telegraphic Transfer <input type="checkbox"/> Cash Bank & No. _____ M.R. No. _____	Items ready on _____ Sent on / Collected on _____

(A) 複製服務收費表 Fees of Reproduction Service		
項目 Item	數碼複本 Digital Copy	使用權費 (每項每次) Usage Rights Fee (per item per usage)
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學術及非牟利機構 Academic and Non-Profit Making Organisation	每張港幣 63 元 HK\$63 per copy	免費 Free
格式- jpg or tif 視乎現有圖檔 Format - jpg or tif, subject to availability 解像度- 不定 視乎現有圖檔 Resolution - Various, subject to availability 圖檔大小- 不定 視乎現有圖檔 File size - Various, subject to availability 不設裁放或修飾服務 No provision of digital cropping or retouching services		
(B) 申請及使用條款 Terms and Conditions of Application and Use		
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