

**第十五屆全國運動會群眾賽事活動(保齡球)及
全國第十二屆殘疾人運動會暨第九屆特殊奧林匹克運動會大眾項目(輪椅舞蹈)
香港賽區身份註冊卡申請表填表須知**

**Guidance Notes for Completion of Application Form for Accreditation Card
for the 15th National Games Mass Participation Event (Bowling) and
the 12th National Games for Persons with Disabilities and
the 9th National Special Olympic Games Mass Participation Event (Para Dance Sport) in Hong Kong**

1. 整體要求

Overall Requirement

- 對於註冊卡申請表中需要使用漢字填寫的各項資訊，須與用於註冊申請的有效身份證件上顯示的資訊保持一致。

For items of the Application Form for Accreditation Card requiring entry in Chinese characters, information provided must be same as shown on the valid identity document used for the accreditation application.

- 你**必須**填寫本申請表的所有欄位。

You **MUST** fill in all fields in this application form.

- 你完成填寫申請表後，應以電郵形式向全國運動會香港賽區統籌辦公室（統籌辦）新聞事務組提交。填妥表格後請更改檔案名稱儲存，檔案名稱**必須**以申請人姓氏、名字及證件號碼的格式命名“ACR_PIS_姓_名（英文大寫字母）_證件號碼（首4位數字或字符）”。

After completing the application form, you should submit the form via email to the Press and Information Services Team of the National Games Coordination Office (Hong Kong) (NGCO). The file **MUST** be named in the format of surname, given name and number of identity document of the applicant “ACR_PIS _Surname_Given name (in uppercase English letters)_First 4 digits/characters of number of identity document”.

例子：ACR_PIS_CHAN_TAIMAN_C123

Example: ACR_PIS_CHAN_TAIMAN_C123

2. 填寫個人資料

Filling in Personal Particulars

2.1 中文姓氏

Surname in Chinese

- 中國內地及港澳台申請人**必填**。

Mandatory for applicants from Chinese Mainland; Hong Kong, China; Macao, China and Taiwan, China.

- 請用中文填寫，並須與身份證件上的資料一致。中國內地申請人可用簡體漢字，港澳台申請人可使用繁體漢字。文本字數**不能超過25個字元**。

Please fill in Chinese characters and must be same as shown on the identity document. Applicants from Chinese Mainland may use simplified Chinese characters; while applicants from Hong Kong, China, Macao, China and Taiwan, China, may use traditional Chinese characters. The text shall not exceed 25 characters.

- 若申請人沒有中文姓氏，此欄位請填寫“不適用”。
- This field should be filled with ‘N.A.’ if the applicant does not have a Surname in Chinese.
- 例子：陳
- Example: 陳

2.2 中文名字

Given Name in Chinese

- 中國內地及港澳台申請人**必填**。
- Mandatory** for applicants from Chinese Mainland; Hong Kong, China; Macao, China and Taiwan, China.
- 請用中文填寫，並須與身份證件上的資料一致。中國內地申請人可用簡體漢字，港澳台申請人可使用繁體漢字。文本字數**不能超過 25 個字元**。
- Please fill in Chinese characters and must be same as shown on the identity document. Applicants from Chinese Mainland may use simplified Chinese characters; while applicants from Hong Kong, China, Macao, China and Taiwan, China may use traditional Chinese characters. The text shall not exceed 25 characters.
- 若申請人沒有中文名字，此欄位請填寫“不適用”。
- This field should be filled with ‘N.A.’ if the applicant does not have a Given Name in Chinese.
- 例子：大文
- Example: 大文

2.3 英文姓氏

Surname in English

- 所有申請人**必填**。
- Mandatory** for all applicants.
- 請用英文填寫，並須與身份證件上的資料一致。
- Please fill in English characters and must be same as shown on the identity document.
- 請以大寫字母填寫。中國內地申請人可用中文拼音填寫。文本字數**不能超過 25 個字元**。
- Please fill in using Block Letters. Applicants from the Chinese Mainland may use Chinese pinyin to fill in the English Surname. The text shall not exceed 25 characters.
- 若申請人沒有英文姓氏，此欄位請填寫“不適用”。
- This field should be filled with ‘N.A.’ if the applicant does not have a Surname in English.
- 例子：CHAN
- Example: CHAN

2.4 英文名字

Given Name in English

- 所有申請人必填。

Mandatory for all applicants.

- 請用英文填寫，並須與身份證件上的資料一致。

Please fill in English characters and must be same as shown on the identity document.

- 請以大寫字母填寫。中國內地申請人可用中文拼音填寫。文本字數不能超過 25 個字元。

Please fill in using Block Letters. Applicants from the Chinese Mainland may use Chinese pinyin to fill in the English Given Name. The text shall not exceed 25 characters.

- 若申請人沒有英文名字，此欄位請填寫“不適用”。

This field should be filled with ‘N.A.’ if the applicant does not have a Given Name in English.

- 例子：TAI MAN

Example: TAI MAN

2.5 出生日期

Date of Birth

- 所有申請人必填。

Mandatory for all applicants.

- 填寫出生日期須與身份證件上的資料一致，以年年年年/月月/日日的格式填寫。

The date of birth shall be the same as shown on the identity document, and shall be entered in the form of yyyy/mm/dd.

- 例子：1990 年 1 月 31 日應填寫為 1990/01/31。

Example: 31 January 1990 should be entered as 1990/01/31.

2.6 性別

Sex

- 所有申請人必填。

Mandatory for all applicants.

- 此項為單選項，申請人只能勾選其中一項。

Single choice, click one item only.

- 例子：男

Example: Male

2.7 證件類型

Identity Document Type

- 所有申請人必填。
Mandatory for all applicants.
- 申請人只能選擇下列其中一種證件用於註冊申請：
Applicants can only choose one of the following identity documents for accreditation application:
 - (1) 香港身份證
Hong Kong Identity Card
 - (2) 中華人民共和國居民身份證
The People's Republic of China Resident Identity Card
 - (3) 護照
Passport
 - (4) 其他（請註明）
Others (please specify)
- 例子：香港身份證
Example: Hong Kong Identity Card

2.8 證件號碼

Number of Identity Document

- 所有申請人必填。
Mandatory for all applicants.
- 填寫號碼須與身份證件上的資料一致。
The number shall be the same as shown on the identity document.
若證件號碼填寫錯誤，可能會導致申請人在參會時遇到問題。
If the identity document number is incorrectly filled in, it may cause issues for the applicant when participating in the Games.
- 例子：C123456(7)
Example: C123456(7)

2.9 證件屆滿日期

Expire Date of Identity Document

- 使用中華人民共和國居民身份證、護照或其他（請註明）的申請人必填。
Mandatory for applicants who use the People's Republic of China Resident Identity Cards, Passports or Others (please specify).
- 填寫屆滿日期須與申請人用於註冊的身份證件上顯示的有效期一致，以年年年年/月月/日日的格式填寫。
The expiry date shall be the same as shown on the identity document used for accreditation, and shall be entered in the form of yyyy/mm/dd.
- 證件的有效期至少須到 2026 年 6 月 15 日。
The identity document must be valid **at least until 15 June 2026**.
- 對於中華人民共和國居民身份證有效期為長期的中國內地申請人，其身份證件有效期一律填寫為 2040 年 12 月 31 日。
Applicants from the Chinese Mainland whose People's Republic of China Resident Identity Cards are permanent shall enter 31 December 2040.
- 例子：2040/12/31
Example: 2040/12/31

2.10 簽發地點

Place of Issue

- 使用護照或其他（請註明）的申請人必填。

Mandatory for applicants who use Passports or Others (please specify).

- 須選擇護照或其他（請註明）的簽發地（國家/地區）。

Please select the issuing place (country/region) of the Passport or Other (please specify)

- 例子：MAC_中國澳門

Example: MAC_中國澳門

2.11 申請人所屬機構名稱

Name of Organisation of Applicant

- 所有申請人必填。

Mandatory for all applicants.

- 例子：全運日報

Example: NG Daily

2.12 類別

Category

- 所有申請人必填。

Mandatory for all applicants.

- 申請人只能選擇下列其中一種類別：

Applicants can only choose one of the following categories:

(1) 文字記者

Journalist

(2) 攝影記者

Photographer

(3) 其他（請註明）

Others (please specify)

2.13 個人電郵地址

Personal Email Address

- 所有申請人必填。

Mandatory for all applicants.

2.14 流動電話號碼

Mobile Phone Number

- 所有申請人必填，填寫的號碼必須是流動電話號碼。

Mandatory for all applicants, it must be a mobile phone number.

- 格式：+國際區號 電話號碼

Format: + Country/Region Code + Phone Number

- 例子：+852 90000000

Example: +852 90000000

3. 相片要求

Photo Requirement

- 申請人須提供本人近期（6個月內）正面免冠彩色相片；

The applicant must provide a recent (within the past 6 months) coloured photo which is front-facing and without any headgear;

- 相片背景為白色；衣服顏色需與背景顏色有明顯區別，不得使用生活照、藝術相片、翻拍相片，無框；

The photo must have a white background, and the clothing colour must contrast clearly with the background. Lifestyle, artistic or retouched photos are not allowed. The photo should be unframed.

- 相片檔案格式為 **jpg**，縱向，縱橫比例為 4x5（寬 x 高），最小 480 像素（寬）和 600 像素（高），解析度為 300dpi（像素/英寸），相片檔案大小應介於 **50KB 至 500KB**；

The photo file must be in **jpg** format, vertical orientation with a 4x5 aspect ratio (width x height), minimum dimensions are 480 pixels (width) and 600 pixels (height), a resolution of 300 dpi (dots per inch), and a file size **between 50 KB and 500 KB**;

- 相片檔案必須以申請人姓氏、名字及證件號碼的格式命名“姓_名（英文大寫字母）_證件號碼（首 4 位數字或字母）”。

例子：CHAN_TAIMAN_C123

The photo file must be named in the format of surname, given name and number of identity document of the applicant “Surname_Given Name (in uppercase English letters)_First 4 digits/characters of number of identity document.”

Example: CHAN_TAIMAN_C123

- 人像雙眼睜開正視前方並保證瞳孔清楚可見；

The applicant must look straight ahead with both eyes open and pupils clearly visible when taking the photo;

- 人像臉部或背景無紅眼、陰影、亮點或反光；

No red eyes, and no shadows, bright spots or reflections on the applicant or the background in the photo;

- 申請人為常戴眼鏡者應佩戴眼鏡，眼鏡不能反光或為有色鏡片；

If the applicant usually wears glasses, the applicant should wear glasses in the photo and the lenses should not be tinted or reflective;

- 確保人像面部特徵可見，五官清晰，不得為側面照片；

No side-view photo, make sure that the facial features (in particular, the eyes, nose, eyebrows, ears and mouth) are clearly visible;

- 拍照時不允許戴帽子、頭巾、髮帶、墨鏡，因宗教原因或醫學因素者除外。

The applicant must not wear any hats, headscarves, hair bands, or sunglasses when taking the photograph, except for religious or medical reasons.

4. 收集個人資料聲明

Personal Information Collection Statement

4.1 收集個人資料的目的

Purpose of Collecting the Personal Data

- 你透過本申請表所提供的個人資料會用作下列用途：

The personal data provided by you in this application form will be used for the following purposes:

- i. 辦理及審批有關你申請第十五屆全國運動會群眾賽事活動(保齡球)(群眾賽事 - 保齡球)及／或全國第十二屆殘疾人運動會暨第九屆特殊奧林匹克運動會大眾項目(輪椅舞蹈)(大眾項目 - 輪椅舞蹈)香港賽區身份註冊卡的事宜；
To process, examine and approve your application for the accreditation card for the 15th National Games Mass Participation Event (Bowling) (Mass Participation Event - Bowling) and/ or the 12th National Games for Persons with Disabilities and the 9th National Special Olympic Games Mass Participation Event (Para Dance Sport) (Mass Participation Event - Para Dance Sport) in Hong Kong;
- ii. 用作核對個人身份、出入場館通行權限的資格認證、安保審查及執法，或任何與參與群眾賽事 - 保齡球及／或大眾項目 - 輪椅舞蹈相關的活動等用途；
To carry out checking of personal identity, verification of access rights to venues, security check and law enforcement, or any activities related to the Mass Participation Event - Bowling and/ or the Mass Participation Event - Para Dance Sport, etc.;
- iii. 製作身份註冊卡；以及
To carry out production of accreditation card; and
- iv. 進行數據分析和發布相關統計結果。
To conduct data analysis and publish relevant statistical results.

- 你必須在所有的欄位提供所要求的個人資料。如你未能提供所需資料、提供的資料不完整、虛報資料、隱瞞重要事實、或未有在申請表內所提供資料已作更改後及時通知統籌辦，你的申請將不獲處理。

Please note that it is **mandatory** for you to provide the required personal data in all fields. If you fail to provide the required data, provide incomplete or false information, or fail to promptly notify the NGCO of any changes to the information provided in this application form, your application will not be processed.

4.2 獲轉交資料的部門／機構

Departments/Organisations receiving transferred data

- 統籌辦可向香港特別行政區政府的相關部門及機構，以及由統籌辦委聘的承辦商提供、披露及轉移你在本申請表所提供的資料，以作上述第4.1段所列的用途。
The data provided by you in this application form may be provided, disclosed and transferred by NGCO to the relevant government departments, and organisations, as well as contractors engaged by NGCO, for the purposes listed in paragraph 4.1 above.

4.3 查閱、更改個人資料

Access and Correction of the Personal Data

- 根據《個人資料（私隱）條例》（第486章）第18及22條及附表1第6原則，申請人有權查閱或改正於本申請表所提供的個人資料。如有需要，請以書面向全國運動會香港賽區統籌辦公室以郵寄（地址：香港灣仔告士打道7號入境事務大樓27樓）或電郵（acr-ngco@cstb.gov.hk）提出申請。

Applicants have the right to access or correct the personal data provided in this application form pursuant to Sections 18, 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Cap. 486). If necessary, please submit the request in writing to the National Games Coordination Office (Hong Kong) via mail (Address: 27/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong) or email (acr-ngco@cstb.gov.hk).

4.4 保留個人資料

Retention of the Personal Data

- 你所提供的個人資料會被保留至群眾賽事 - 保齡球／大眾項目 - 輪椅舞蹈完結後三個月。資料保留期滿後，你所提供的個人資料及申請表將會被刪除／銷毀。
The personal data provided by you will be retained for three months after the completion of the Mass Participation Event - Bowling / the Mass Participation Event - Para Dance Sport. After the retention period, the personal data and application form provided by you will be deleted/destroyed.

樣本 Sample

編號
Serial Number _____ 收表日期
Date of Receipt _____
(只供統籌辦填寫 For NGCO Use Only) (只供統籌辦填寫 For NGCO Use Only)

ACR-PIS

第十五屆全國運動會群眾賽事活動（保齡球）及
全國第十二屆殘疾人運動會暨第九屆特殊奧林匹克運動會大眾項目（輪椅舞蹈）
香港賽區身份註冊卡申請表

Application Form for Accreditation Card
for the 15th National Games Mass Participation Event (Bowling) and
the 12th National Games for Persons with Disabilities and
the 9th National Special Olympic Games Mass Participation Event (Para Dance Sport) in Hong Kong

- 注意： 1. 你必須安裝 Adobe Reader 8.1.0或以上的版本才能開啟電子申請表（由於Acrobat Reader 兼容性問題，請使用Acrobat Reader XI 或以下版本填寫此PDF申請表。），請[按此免費下載](#)。
2. 你必須填寫本申請表的所有欄位，填寫前請細閱填表須知然後按指示填寫本申請表。

- IMPORTANT: 1. To open the electronic application form, you **MUST** install Adobe Reader 8.1.0 or above. (Due to the compatibility issue of Acrobat Reader, please use Acrobat Reader XI or below to fill in this PDF application form.). Please click [here](#) for free download.
2. You **MUST** fill in all fields of this application form. Please read the Guidance Notes carefully before filling it out and then follow the instructions to complete the form.

第 I 部分 個人資料 Part I Personal Particulars

中文姓名
Name in Chinese

陳

中文姓氏 Surname in Chinese

大文

中文名字 Given Name in Chinese

英文姓名
Name in English

CHAN

英文姓氏 Surname in English

TAI MAN

英文名字 Given Name in English

出生日期
Date of Birth

1990/01/31

性別*
Sex*

☒ 男 Male☐ 女 Female

證件類型*
Identity Document Type*

☒ 香港身份證
Hong Kong Identity Card
證件號碼
Number of
Identity Document

C123456(7)

☐ 中華人民共和國居民身份證
The People's Republic of China Resident Identity Card
證件號碼
Number of
Identity Document

證件屆滿日期
Expiry Date of
Identity Document

☐ 護照
Passport
證件號碼
Number of
Identity Document
簽發地點
Place of Issue

證件屆滿日期
Expiry Date of
Identity Document

☐ 其他（請註明）
Others (Please specify)
證件號碼
Number of
Identity Document
簽發地點
Place of Issue

證件屆滿日期
Expiry Date of
Identity Document

*請勾選適當方格 Please click the appropriate box

申請人所屬機構名稱
Name of Organisation
of Applicant

全運日報

類別
Category

攝影記者_Photographer

個人電郵地址
Personal Email Address

XX@ngdaily.com

流動電話號碼
Mobile Phone Number

+ 852 - 90000000

相片要求
Photo Requirement

- 相片檔案必須以申請人姓氏、名字及證件號碼的格式命名“姓_名(英文大寫字母)_證件號碼(首4位數字或字母)”。
例子：CHAN_TAIWAN_C123
The photo file must be named in the format of surname, given name and number of identity document of the applicant
“Surname_Given Name (in uppercase English letters)_First 4 digits/characters of number of identity document”.
Example: CHAN_TAIWAN_C123
- 其他相片要求，請參閱填表須知。
Please refer to the Guidance Notes for other photo requirements.

相片檔案名稱
Photo file name

CHAN_TAIWAN_C123

第 II 部分 由申請人填寫

Part II To be Completed by the Applicant

本人
I

陳大文

(申請人姓名)
(Name of Applicant)

確認已細閱及明白本申請表以及填表須知的內容。本人聲明本申請表內所提供的所有資料均屬真實及正確，並同意為填表須知中列明的目的向有關列明的機構提供本人的資料及遵守全國運動會香港賽區統籌辦公室的一切註冊安排。
acknowledge that I have read through and understand the content of this application form and the Guidance Notes. I declare that all information provided in this application form is true and correct, and that I consent to the release of my information to the relevant bodies and for the purposes as stated in the Guidance Notes, and I agree to comply with all arrangements of accreditation made by National Games Coordination Office (Hong Kong).

日期
Date

2025/06/05

第 III 部分 由新聞機構主管填寫

Part III To be Completed by the Supervisor of News Organisation

本人
I

李小文

(姓名)
(Name),

採訪主任

(職位)
(Position),

+ 852

- 23456789

(聯絡電話)
(Contact Number),

代表申請人受聘的新聞機構，已核對並證實上述所填報資料正確無誤。

on behalf of the news organisation employing the applicant, have checked and now confirm the validity of the information provided above.

日期
Date

2025/06/05