

File Ref.

LIGHTING DIVISION
HIGHWAYS DEPARTMENT

Drawings Request Form

(This form can be completed in English or Chinese. Please read the notes overleaf before writing)

| <i>(Section A) Applicant's Particulars</i> | | | |
|----------------------------------------------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------|--|
| Name | * Mr / Mrs / Miss | Telephone no. | |
| Company Name | | Fax no. | |
| Correspondence Address | | | |
| <i>Request Information (Details of drawings)</i> | | | |
| * Subject / Projects / Location | | | |
| Govt. Project | * Yes / No | If Yes, Client Department and Project No. | |
| Purpose Use of the Records | | | |
| <u>Drawing Numbers</u> | <u>Quantity</u> | <u>Drawing Format</u> (E) : Electronic (pdf) Drawing (P) : Printing of Drawing (Black/White) (C) : Printing of Drawing (Colour) | |
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| | | | |
| I prefer to collect the demand note * in person / by post / by fax. | | | |

* Please delete as inappropriate

Signature _____ **Date** _____

-----This part is to be filled by Highways department-----

| | | |
|------------------|------------------|-----------------------------------|
| To: _____ | File Ref. | <div style="height: 25px;"></div> |
|------------------|------------------|-----------------------------------|

Acknowledge Receipt

The Highways Department acknowledges receipt of your Drawings Request Form on _____.

For further enquires or correction of data contained in your application form, please contact the officer as follows:

| <u>Contact Officer</u> | <u>Telephone No.</u> | <u>Fax No.</u> |
|------------------------|----------------------|----------------|
| | | |

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for Lighting Division of Highways Department

| (Section B) Cost Calculation (to be filled by SO(Eng)) | | | | |
|----------------------------------------------------------------------------------------|------------------------------------|------------------------|--------------------|---------------------------|
| <u>Drawing Number</u> | <u>Quantity</u> | <u>Unit Price (\$)</u> | <u>Amount (\$)</u> | |
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| <u>Material for Electronic Format of Drawing</u> | | | | |
| CD-ROM / DVD | | | | |
| Total Cost | | | | |
| (Section C) Demand Note Details (to be filled by General and Accounts Registry) | | | | |
| Demand Note No. | Date of Issue | Date of postage / fax | Date of Settlement | Date of informing SO(Eng) |
| | / / dd mm yy | / / dd mm yy | / / dd mm yy | / / dd mm yy |
| (Section D) Delivery Details (to be filled by SO(Eng)) | | | | |
| Date of phone | Responsible Officer (Name & title) | Signature | | |
| / / dd mm yy | | | | |

I acknowledge receipt of the drawing(s)

Distribution of this form

Original : SO(Eng)

Duplicate : The General and Accounts Registry

Name / Signature / date

Notes

1. Payment method

Estimated days for processing

- | | |
|-------------------------------------------------------------|----------------|
| (a) By Bank Automated Teller Machine (ATM) | 1 working day |
| (b) By Payment by Phone Service “PPS”– Merchant Code : 9174 | 3 working days |
| (c) Through Internet | 3 working days |
| (d) By post to the Treasury | 7 working days |
| (e) In Person at any Post Offices | 1 working day |

- You may be asked to provide additional information to help us meet your request. The Department may not be able to process your application if you do not provide sufficient information.
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