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)

(Section A) A <sub>I</sub>	onlicant's P	articulars							
	* Mr / Mrs				- Tr. 1	1			
Name					Tele	ephone no.			
Company Name					Fax	no.			
Correspondence Address									
Request Infor	mation (Dei	ails of drawings)							
* Subject / Projects / Location									
Govt. Project	* Yes / No	If Yes, Client Departs	ment and Proj	ect No.					
Purpose Use of the	Records								
Drawing Numbers				Quantity		Drawing Format  (E): Electronic (pdf) Drawing  (P): Printing of Drawing (Black/White)  (C): Printing of Drawing (Colour)			
I prefer to co	ollect the den	nand note * in person	/ by post / l	ov fax.					
* Please delete as in			post,	<i>y</i> 10110					
	11 1		<b>.</b>						
Signature			_ Date						
		This part is to b	e filled by Hig	ghways	depa	rtment			
To:				File Ref.					
		Acknov	vledge Rec	eint					
The I	Highways D	pepartment acknowled			yo	ur Drawi	ngs Request	Form on	
For fur officer as follows:		s or correction of da	ata containe	d in yo	our a	application	form, please	contact the	
	Contact O	fficer_	Tele	phone l	No.		Fax No.		
<u>L</u>			<u>i</u>					i	

Drawing Number		Quantity		Ţ	Jnit Price (\$)	Amount (\$)		
	: 		<del></del>					
terial for Electronic Format	of Drawing							
teriai foi Electronic Forma	of Drawing							
CD-ROM / DVD								
					Total Cost			
ection C) Demand No	te Details (	to be filled	by General a	and Acc	ounts 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		
ection D) Delivery De	tails (to be	filled by SO	(Eng))					
Date of phone	R	esponsible Offic	cer (Name & title)		:	Signature		
/ / dd mm yy								
dd mm yy								
			]	acknow	ledge receipt of the	e drawing(s)		
tribution of this form								
ginal : SO(Eng)								
olicate : The General a	Registry	_	λī	ama / Signatura / J	ata.			
					Name / Signature / date			

Estimated days for processing

(a) By Bank Automated Teller Machine (ATM)1 working day(b) By Payment by Phone Service "PPS"- Merchant Code : 91743 working days(c) Through Internet3 working days

(d) By post to the Treasury 7 working days

(e) In Person at any Post Offices 1 working day

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