

This form should be submitted to 10<sup>th</sup> Floor, Cityplaza 3, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong. For application by post, please **affix sufficient stamp** to ensure delivery in order.

**Request Form for Inspection and Copy of  
Income and Expenditure Statement and Review Report of Lottery Event**

To: Office of the Licensing Authority, Home Affairs Department (OLA)  
(Please send the completed form to 10<sup>th</sup> Floor, Cityplaza 3, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong or by fax to 2511 3860.)

1. I \_\_\_\_\_, hereby request to come to the OLA as follows:  
(name on HKID Card)

① \_\_\_\_\_ a.m./p.m. on \_\_\_\_\_  
② \_\_\_\_\_ a.m./p.m. on \_\_\_\_\_  
③ \_\_\_\_\_ a.m./p.m. on \_\_\_\_\_

} (please prioritize your  
choices of date)

to inspect the Income and Expenditure (IE) Statement and the accompanying Review Report of the lottery event (Licence no. \_\_\_\_\_) organised by

\_\_\_\_\_  
(full name of organisation)

call me at \_\_\_\_\_ (telephone no. at which you can be reached during office hours) to confirm the booking.

2. I understand that I am required to show my HKID card to staff of OLA upon calling at the counter for identification purpose.
3. I understand that I am required to sign a Record Book to the effect that I have inspected the above-mentioned IE Statement and Review Report.
4. I understand that the above-mentioned IE Statement and Review Report are available on OLA's homepage (www.hadla.gov.hk/el).

I request for one set of black and white copy and I understand that a fee will be charged at \$1.2 per copy of A4 size paper and \$1.4 per copy of A3 size paper.

\_\_\_\_\_  
( Signature )

\_\_\_\_\_  
( Date )

**Notes**

1. The personal data provided in this form will be used for processing the above request.
2. For correction of or access to personal data given in this form, please contact Licensing Officer (Miscellaneous)3 of the OLA at 2117 3694.

Please tick (✓) as appropriate.