



北角協同中學 Concordia Lutheran School - North Point

地址: 香港北角雲景道二十號

Address: 20 Cloud View Road, North Point, Hong Kong

電話/Tel: 2570-0331 傳真/Fax: 2566-0192

網址/Website: <http://www.clsnp.edu.hk/>

Notice to Parents No: 2526/035

Application for Library Cards of the Hong Kong Public Library

22nd September 2025

Dear Parents/ Guardians

With a view to supporting “Library Cards for All School Children” scheme held jointly by the Hong Kong Public Libraries and the Education Bureau, our school is going to apply for the public library cards for all students. We hope that our students will fully-utilize the public library resources and develop a lifelong reading habit.

Please fill out the reply slip and return it with the documents needed (library card application form, a photocopy of the applicant’s proof of identity, a photocopy of guarantor’s Hong Kong Identity Card, and proof of residential address issued within the last 3 months) to the homeroom teacher on or before **25th Sept 2025 (Thu)**. For enquiries, please contact Ms. Kuang Huixian at 2570 0331.

Yours faithfully



Mr. Lee Kin Lim Larry
Principal

<Reply Slip>

Notice to Parents No: 2526/ 035

Application for Library Cards of the Hong Kong Public Library

(Please return this slip through eClass Parent App on or before 25th Sept 2025 (Thu))

Dear Principal

I acknowledge the receipt of the notice regarding the application for library cards of the Hong Kong Public Library and submit the documents required.

Name of student: _____ Class: ____ ()

Name of parent / guardian: _____

Signature of parent / guardian: _____

Contact number of parent / guardian: _____

Date: _____





圖書證申請表
LIBRARY CARD APPLICATION FORM

請用黑色墨水筆或原子筆，以正楷填寫下列各項。申請人遞交表格時必須出示有效的身份證明及最近 3 個月發出的住址證明文件。如你未能提供所需個人資料，我們將無法處理你的申請。
Please complete the following items in BLOCK LETTERS and in BLACK INK. The applicant is required to produce valid proof of identity and residential address issued within the last 3 months upon submission of the application form. If you fail to provide the required personal data, we will be unable to process your application.
* 請刪去不適用者 * Delete whichever is inapplicable

申請人
Applicant

中文姓名 Name in Chinese
英文姓名 Name in English
1 ☐ 先生 Mr
2 ☐ 太太 Mrs
3 ☐ 小姐 Miss
4 ☐ 女士 Ms
姓氏 Surname
名字
Other Names
出生日期 Date of Birth
日 day 月 month 年 year

* 香港身份證/出生證明書/旅遊證件號碼

* HKID Card/Birth Certificate/Travel Document No.

簽發地點

Place of Issue

☐ 香港 Hong Kong

☐ 其他 (請註明)

Others (Please specify)

遞交表格時請出示最近 3 個月發出的住址證明文件(例如水/電/煤氣/電話費單等)，以供核實。
Upon submission of the application form, please produce proof of residential address issued within the last 3 months (e.g. water/electricity/gas/telephone bill, etc.) for verification.

圖書館專用欄
For Library Use Only

香港住址 Residential Address in Hong Kong

(申請人必須填寫最新住址 Applicant must fill in his/her updated residential address.)

District:

Pcode:

- | | |
|--|---|
| 1 ☐ Central & Western | 11 ☐ Sham Shui Po |
| 2 ☐ Eastern | 12 ☐ Southern |
| 3 ☐ Islands | 13 ☐ Tai Po |
| 4 ☐ Kowloon City | 14 ☐ Tuen Wan |
| 5 ☐ Kwai Tsing | 15 ☐ Tuen Mun |
| 6 ☐ Kwun Tong | 16 ☐ Wan Chai |
| 7 ☐ Reserved | 17 ☐ Wong Tai Sin |
| 8 ☐ North | 18 ☐ Yau Tsim Mong |
| 9 ☐ Sai Kung | 19 ☐ Yuen Long |
| 10 ☐ Sha Tin | 20 ☐ Others |

通訊地址 Correspondence Address (可選擇是否填寫 Optional)

住所電話號碼

Residential Telephone No.

手提電話號碼

Mobile Phone No.

電郵地址 Email Address

☐ 本人選擇以電郵收取通知書，並已閱讀和同意遵守「電郵通知書服務使用條款」。

I prefer to receive notifications by email. I have read and agree to abide by the "Conditions of Use for Email Notification Service".

職業 Occupation

1 ☐ 學生 Student

2 ☐ 在職 Employed

3 ☐ 主婦 Housewife

4 ☐ 退休 Retired

5 ☐ 其他 Others

本人已細閱《圖書館規例》，並同意遵守。I have read the Libraries Regulation and agree to abide by it.

日期
Date

申請人簽署

Signature of Applicant

擔保書 GUARANTEE

如申請人未滿 18 歲，其家長(父親或母親)或監護人必須填寫此擔保書。如家長(父親或母親)或監護人因任何理由而未能作為擔保人，則須提供一名成年的香港居民作為擔保人。
If the Applicant is under the age of 18, this Guarantee should be completed by his/her parent (father or mother) or guardian. If his/her parent or guardian is unable to become the guarantor for whatever reasons, the Applicant should produce an adult resident of Hong Kong to be his/her guarantor. If the Applicant is a non-resident of the Hong Kong Special Administrative Region e.g. an overseas visitor, this Guarantee should be completed by an adult resident of Hong Kong (For details, please refer to the item on Non-residents of the Hong Kong Special Administrative Region in the "Notes on Application for Library Card" overleaf). The guarantor shall be liable for all liabilities incurred by the Applicant under Section 21, 27 or 28 of the Libraries Regulation.

If the Applicant is under the age of 18, this Guarantee should be completed by his/her parent (father or mother) or guardian. If his/her parent or guardian is unable to become the guarantor for whatever reasons, the Applicant should produce an adult resident of Hong Kong to be his/her guarantor. If the Applicant is a non-resident of the Hong Kong Special Administrative Region e.g. an overseas visitor, this Guarantee should be completed by an adult resident of Hong Kong (For details, please refer to the item on Non-residents of the Hong Kong Special Administrative Region in the "Notes on Application for Library Card" overleaf). The guarantor shall be liable for all liabilities incurred by the Applicant under Section 21, 27 or 28 of the Libraries Regulation.

擔保人 Guarantor

中文姓名 Name in Chinese
英文姓名 Name in English
1 ☐ 先生 Mr
2 ☐ 太太 Mrs
3 ☐ 小姐 Miss
4 ☐ 女士 Ms
姓氏 Surname
名字
Other Names

香港身份證號碼

HKID Card No.

香港住址 Residential Address in Hong Kong (如與申請人不同，請填寫此項 If different from the Applicant's)

通訊地址 Correspondence Address (可選擇是否填寫 Optional)

住所電話號碼 Residential Telephone No.

手提電話號碼 Mobile Phone No.

本人已細閱《圖書館規例》，並同意遵守。I have read the Libraries Regulation and agree to abide by it.

日期
Date

查詢 Enquiries:
☎ 2922 4155

擔保人簽署

Signature of Guarantor



收集個人資料聲明

- (a) 在這表格內填報的個人資料只供處理是次申請、郵寄圖書館通知書和提供圖書館服務之用。
- (b) 根據《個人資料(私隱)條例》(第486章)第18條、第22條和附表1內第6原則的規定，你有權要求查閱和改正所提供的個人資料。你的查閱權包括索取有關資料的複本，但須按康樂及文化事務署的規定繳付所需費用。
- (c) 如對這表格收集的個人資料有疑問，包括要求查閱和改正資料，請與圖書館職員聯絡。

Personal Information Collection Statement

- (a) The personal data provided in this form will be used for the purposes of processing the application, posting library notices and providing library services only.
- (b) You have a right to request access to and correction of your personal data provided in this form in accordance with Sections 18 and 22 of and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap 486). Your right of access includes the right to obtain a copy of such data subject to a charge as prescribed by the Leisure and Cultural Services Department.
- (c) Please contact the library staff if you have any enquiries concerning the personal data collected by this form, including the requests for access and correction.

圖書證申請須知

香港特別行政區居民 年滿 18 歲人士

- 1. 填妥申請表格並親自把表格交回任何一間公共圖書館。
- 2. 遞交表格時必須出示香港身份證正本和最近 3 個月發出的住址證明文件(例如水／電／煤氣／電話費單等)，以供核實。

未滿 18 歲人士

- 1. 填妥申請表格並把表格交回任何一間公共圖書館。
- 2. 由家長(父親或母親)或監護人填寫及簽署申請表格的「擔保書」部分。如家長(父親或母親)或監護人因任何理由而未能作為擔保人，則須提供一名成年的香港居民作為擔保人。
- 3. 遞交表格時必須出示申請人的身份證明文件、擔保人的香港身份證正本或複本和最近 3 個月發出的住址證明文件，以供核實。未領有身份證的申請人可出示出生證明書複本。

非香港特別行政區居民

- 1. 填妥申請表格並親自把表格交回任何一間公共圖書館。
- 2. 提供一名成年的香港居民作為擔保人，由該擔保人填寫及簽署申請表格的「擔保書」部分。如沒有擔保人，18 歲或以上的非香港特別行政區居民仍可外借最多 10 項圖書館資料，但須按每項外借資料繳付保證金。
- 3. 遞交表格時必須出示申請人的有效旅遊證件、擔保人的香港身份證正本或複本和最近 3 個月發出的住址證明文件，以供核實。

外借數目限制

申請人在辦妥申請手續後會獲發圖書證乙張，憑該圖書證可外借最多 10 項圖書館資料，為期 14 天。

遺失圖書證

如遺失圖書證，必須親往任何一間公共圖書館辦理報失手續，但在辦理報失手續前可先致電通知香港公共圖書館，以防失證被盜用。

更改個人資料

個人資料如有更改，請通知香港公共圖書館。詳情請向圖書館職員查詢或登入下列網址：

www.hkpl.gov.hk/update

Notes on Application for Library Card

Residents of the Hong Kong Special Administrative Region Persons aged 18 or above

- 1. Complete an application form and submit it in person to any public library.
- 2. Present the application form together with an original copy of your Hong Kong Identity Card and proof of residential address issued within the last 3 months (e.g. water/electricity/gas/telephone bill, etc.) for verification.

Persons under the age of 18

- 1. Complete an application form and submit it to any public library.
- 2. The "Guarantee" part of the form is to be completed and signed by your parent (father or mother) or guardian. If your parent (father or mother) or guardian is unable to become the guarantor for whatever reasons, you should produce an adult resident of Hong Kong to be your guarantor.
- 3. Present the application form together with your proof of identity, an original copy or a photocopy of your guarantor's Hong Kong Identity Card and proof of residential address issued within the last 3 months for verification. Applicants who do not have an identity card may produce photocopies of their birth certificates.

Non-residents of the Hong Kong Special Administrative Region

- 1. Complete an application form and submit it in person to any public library.
- 2. Produce an adult resident of Hong Kong to be the guarantor. The "Guarantee" part of the form is to be completed and signed by the guarantor. In case of the absence of a guarantor, non-residents of the Hong Kong Special Administrative Region aged 18 or above may still borrow a maximum of 10 items of library materials by paying a deposit for each item borrowed.
- 3. Present the application form together with your valid travel document, an original copy or a photocopy of the guarantor's Hong Kong Identity Card and proof of residential address issued within the last 3 months for verification.

Borrowing Limit

After completion of the application, the applicant will be issued a library card which may be used to borrow a maximum of 10 items of library materials for a period of 14 days.

Loss of Library Card

Report of loss of library card must be made in person at any public library. The library card holder may, however, first report the loss by telephone to the Hong Kong Public Libraries in order to prevent the unauthorised use of the lost card.

Change of Personal Particulars

Any change of personal particulars should be notified to the Hong Kong Public Libraries. For details, please contact our library staff or visit the following website:

www.hkpl.gov.hk/update

Guidance Notes for Filling in the Library Card Application Form

Part	Column	Remarks
A	Personal Particulars	Applicant refers to the student who applies for a library card
1	Title	- Please select 'Mr' for boy - Please select 'Miss' for girl
2	Name in Chinese	- Please fill in Applicant's Chinese name as shown on his/her HKID Card / Birth Certificate - For Applicant without HKID Card / Birth Certificate, please fill in the Chinese name as shown in his/her Passport - Applicants without Chinese names do not need to fill in this column
3	Name in English	- Please fill in Applicant's English name as shown on his/her HKID Card / Birth Certificate - For Applicant without HKID Card / Birth Certificate, please fill in the English name as shown in his/her Passport
4	Date of Birth	- Please fill in Applicant's date of birth in the format of dd/mm/yyyy
5	HKID Card / Birth Certificate / Travel Document No.	- Please fill in Applicant's HKID Card No. - Otherwise, please fill in Birth Certificate No. or Travel Document No.
6	Place of Issue	- Please select 'Hong Kong' if Applicant is holding HKID Card / Birth Certificate - Please select 'Others' and state the issuing country if Applicant is holding a Passport
7	Residential Address in Hong Kong	- Please fill in Applicant's updated residential address in English
8	Telephone No.	- Please fill in Applicant's (1) home telephone no. and (2) mobile phone no.
9	Email Address	- Please fill in Applicant's Email Address - If Applicant prefers to receive notifications by email, please tick the box to confirm the Applicant has read and agreed to abide by the "Conditions of Use for Email Notification Service" *
10	Occupation	- Please select 'Student'
11	Signature of Applicant and Date	- To be signed by Applicant - Please fill in appropriate date
B	Guarantee	This guarantee should be completed by Applicant's Parent or Legal Guardian ("Guarantor") who is holding Hong Kong Identity Card
12	Title of Parent / Guarantor	- Please select one
13	Parent's / Guarantor's Name in Chinese	- Please fill in Parent's / Guarantor's name in Chinese as shown on his/her HKID Card - Parents / Guarantors without Chinese names do not need to fill in this column
14	Parent's / Guarantor's Name in English	- Please fill in Parent's / Guarantor's name in English as shown on his/her HKID Card
15	Parent's / Guarantor's HKID Card No.	- Please fill in Parent's / Guarantor's HKID Card No.
16	Parent's / Guarantor's Residential Address in Hong Kong	- Please fill in Parent's / Guarantor's residential address in Hong Kong (if different from Applicant's)
17	Parent's / Guarantor's Telephone No.	- Please fill in Parent's / Guarantor's (1) home telephone no. and (2) mobile phone no.
18	Signature of Parent / Guarantor and Date	- To be signed by Parent / Guarantor - Please fill in appropriate date



康樂及文化事務署
Leisure and Cultural Services Department
香港公共圖書館
HONG KONG PUBLIC LIBRARIES

樣本 SAMPLE

Library Card No. 23838

圖書證申請表
LIBRARY CARD APPLICATION FORM

請用黑色墨水筆或原子筆，以正楷填寫下列各項。申請人提交表格時，必須出示有效的身份證明及最近3個月發出的住址證明文件。如你未能提供所需個人資料，我們將無法處理你的申請。
Please complete the following items in BLOCK LETTERS and in BLACK INK. The applicant is required to produce valid proof of identity and residential address issued within the last 3 months upon submission of the application form. If you fail to provide the required personal data, we will be unable to process your application.
* 請刪去不適用者 * Delete whichever is inapplicable

申請人
Applicant

中文姓名
Name in Chinese

英文姓名
Name in English

- ☒ 先生 Mr
☐ 太太 Mrs
☐ 小姐 Miss
☐ 女士 Ms

徐子康

姓氏
Surname

名字
Name

Other Names

TSI WAI
TSEI HING

出生日期
Date of Birth

10/10/2010
11 day 10 months 10 year

香港身分證/出生證明書/旅遊證件號碼

HKID Card/Birth Certificate/Travel Document No.

Y13107412116212

簽發地點

Place of Issue

☒ 香港 Hong Kong

☐ 其他 (請註明)

Others (Please specify)

遞交表格時請出示最近3個月發出的住址證明文件(例如水/電/煤氣/電話費單等)，以供核實。
Upon submission of the application form, please produce proof of residential address issued within the last 3 months (e.g. water/electricity/gas/telephone bill, etc.) for verification.

圖書館專用欄
For Library Use Only

香港住址 Residential Address in Hong Kong

(申請人必須填寫最新住址 Applicant must fill in his/her updated residential address.)

FLATE 16/F, GOODVIEW MANSION,
1 VICTORY ROAD, HOMANTIN, KOWLOON

通訊地址 Correspondence Address (可選擇是否填寫 Optional)

District:

Postcode:

- | | |
|---------------------|------------------|
| 1 Central & Western | 11 Sham Shui Po |
| 2 Eastern | 12 Southern |
| 3 Islands | 13 Yau Tsi |
| 4 Kowloon City | 14 Yuen Wai |
| 5 Kwai Tsing | 15 Tuen Mun |
| 6 Kuen Tong | 16 Wan Chai |
| 7 Reserved | 17 Wong Tai Sin |
| 8 North | 18 Yau Tsim Moon |
| 9 Sai Kung | 19 Yuen Long |
| 10 Shun Tin | 20 Others |

住宅電話號碼

Residential Telephone No.

2356 2324

手提電話號碼

Mobile Phone No.

1234 5678

電郵地址 Email Address

11234@hkpl.hk

☐ 本人選擇以電郵收取通知書，並已閱讀和同意遵守「電郵通知書服務使用條款」。

I prefer to receive notifications by email. I have read and agree to abide by the "Conditions of Use for Email Notification Service".

職業 Occupation

☒ 學生 Student

☐ 在職 Employee

☐ 主婦 Housewife

☐ 退休 Retired

☐ 其他 Others

本人已細閱《圖書館規例》，並同意遵守。I have read the Libraries Regulation and agree to abide by it.

日期

Date 10-9-2024

申請人簽署

Signature of Applicant

徐子康

擔保書 GUARANTEE

如申請人未滿18歲，其家長(父親或母親或監護人)必須填妥此擔保書。如家長(父親或母親或監護人)因任何理由而不能作為擔保人，則須提供一名滿年的香港居民作為擔保人。如申請人為非香港特別行政區居民，例如訪港人士，則須由一名滿年的香港居民填妥此擔保書。有關詳情請參閱《圖書館申請須知》有關非香港特別行政區居民的部分。擔保人須承擔申請人根據《圖書館規例》第21、27或28條規定的法律責任。

If the Applicant is under the age of 18, the Guarantee should be completed by his/her parent (father or mother) or guardian. If his/her parent or guardian is unable to become the guarantor for whatever reasons, the Applicant should produce an adult resident of Hong Kong to be his/her guarantor. If the Applicant is a non-resident of the Hong Kong Special Administrative Region e.g. an overseas visitor, this Guarantee should be completed by an adult resident of Hong Kong (For details, please refer to the item on Non-residents of the Hong Kong Special Administrative Region in the "Notes on Application for Library Card" overleaf). The guarantor shall be liable for all liabilities incurred by the Applicant under Section 21, 27 or 28 of the Libraries Regulation.

擔保人 Guarantor

中文姓名
Name in Chinese

英文姓名
Name in English

- ☒ 先生 Mr
☐ 太太 Mrs
☐ 小姐 Miss
☐ 女士 Ms

徐樂天

姓氏

Surname

名字

Other Names

TSI WAI

LOKI TIN

香港身分證號碼

HKID Card No.

L101141213151718

香港住址 Residential Address in Hong Kong (如申請人不同，請填寫此項 If different from the Applicant's)

通訊地址 Correspondence Address (可選擇是否填寫 Optional)

住宅電話號碼 Residential Telephone No.

2356 2324

手提電話號碼 Mobile Phone No.

1234 5678

本人已細閱《圖書館規例》，並同意遵守。I have read the Libraries Regulation and agree to abide by it.

日期

Date 10-9-2024

擔保人簽署

Signature of Guarantor

Alan Tin

收集個人資料聲明

- (a) 在這表格內填報的個人資料只供處理是次申請、郵寄圖書館通知書和提供圖書館服務之用。
- (b) 根據《個人資料(私隱)條例》(第486章)第18條、第22條和附表1內第6原則的規定，你有權要求查閱和改正所提供的個人資料。你的查閱權包括索取有關資料的複本，但須按康樂及文化事務署的規定繳付所需費用。
- (c) 如對這表格收集的個人資料有疑問，包括要求查閱和改正資料，請與圖書館職員聯絡。

Personal Information Collection Statement

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圖書證申請須知

香港特別行政區居民 年滿18歲人士

1. 填妥申請表格並親自把表格交回任何一間公共圖書館。
2. 遞交表格時必須出示香港身份證正本和最近3個月發出的住址證明文件(例如水/電/煤氣/電話費單等)，以供核實。

未滿18歲人士

1. 填妥申請表格並把表格交回任何一間公共圖書館。
2. 由家長(父親或母親)或監護人填寫及簽署申請表格的「擔保書」部分。如家長(父親或母親)或監護人因任何理由而未能作為擔保人，則須提供一名成年的香港居民作為擔保人。
3. 遞交表格時必須出示申請人的身份證明文件、擔保人的香港身份證正本或複本和最近3個月發出的住址證明文件，以供核實。未領有身份證的申請人可出示出生證明書複本。

非香港特別行政區居民

1. 填妥申請表格並親自把表格交回任何一間公共圖書館。
2. 提供一名成年的香港居民作為擔保人，由該擔保人填寫及簽署申請表格的「擔保書」部分。如沒有擔保人，18歲或以上的非香港特別行政區居民仍可外借最多10項圖書館資料，但須按每項外借資料繳付保證金。
3. 遞交表格時必須出示申請人的有效旅遊證件、擔保人的香港身份證正本或複本和最近3個月發出的住址證明文件，以供核實。

外借數目限制

申請人在辦妥申請手續後會獲發圖書證乙張，憑該圖書證可外借最多10項圖書館資料，為期14天。

遺失圖書證

如遺失圖書證，必須親往任何一間公共圖書館辦理報失手續，但在辦理報失手續前可先致電通知香港公共圖書館，以防失證被盜用。

更改個人資料

個人資料如有更改，請通知香港公共圖書館。詳情請向圖書館職員查詢或登入下列網址：
www.hkpl.gov.hk/update

Notes on Application for Library Card

Residents of the Hong Kong Special Administrative Region Persons aged 18 or above

1. Complete an application form and submit it in person to any public library.
2. Present the application form together with an original copy of your Hong Kong Identity Card and proof of residential address issued within the last 3 months (e.g. water/electricity/gas/telephone bill, etc.) for verification.

Persons under the age of 18

1. Complete an application form and submit it to any public library.
2. The "Guarantee" part of the form is to be completed and signed by your parent (father or mother) or guardian. If your parent (father or mother) or guardian is unable to become the guarantor for whatever reasons, you should produce an adult resident of Hong Kong to be your guarantor.
3. Present the application form together with your proof of identity, an original copy or a photocopy of your guarantor's Hong Kong Identity Card and proof of residential address issued within the last 3 months for verification. Applicants who do not have an identity card may produce photocopies of their birth certificates.

Non-residents of the Hong Kong Special Administrative Region

1. Complete an application form and submit it in person to any public library.
2. Produce an adult resident of Hong Kong to be the guarantor. The "Guarantee" part of the form is to be completed and signed by the guarantor. In case of the absence of a guarantor, non-residents of the Hong Kong Special Administrative Region aged 18 or above may still borrow a maximum of 10 items of library materials by paying a deposit for each item borrowed.
3. Present the application form together with your valid travel document, an original copy or a photocopy of the guarantor's Hong Kong Identity Card and proof of residential address issued within the last 3 months for verification.

Borrowing Limit

After completion of the application, the applicant will be issued a library card which may be used to borrow a maximum of 10 items of library materials for a period of 14 days.

Loss of Library Card

Report of loss of library card must be made in person at any public library. The library card holder may, however, first report the loss by telephone to the Hong Kong Public Libraries in order to prevent the unauthorised use of the lost card.

Change of Personal Particulars

Any change of personal particulars should be notified to the Hong Kong Public Libraries. For details, please contact our library staff or visit the following website:
www.hkpl.gov.hk/update