



## Visit to Radio Television Hong Kong

RTHK Broadcasting House, 30 Broadcast Drive, Kowloon.

Radio Television Hong Kong (RTHK) provides free group visit opportunities, allowing the public to learn about the services and operations of the Public Service Broadcaster.

### Notes to Applicants:

1. RTHK accepts applications from local registered primary schools, secondary schools, post-secondary institutes, universities, as well as registered charitable / non-profit-making organisations. On submission of application, registered charitable / non-profit organisations are required to attach copy(ies) of supporting document(s) to identify the nature of the organisation. The document(s) must be certified true copy(ies) duly signed by the responsible person of the organisation with official chop. *(Electronic signature and electronic chop used for application and certifying supporting document(s) are accepted.)*
2. Visiting groups should not charge members for admission to RTHK. Trading by visiting individuals, including but not limited to publication of commercial advertisements or use of RTHK resources for profit, in any form related to RTHK is strictly forbidden.
3. Visiting hours: Every Tuesday from 3 p.m. to 5 p.m. (except public holidays). The duration of each visit is around 60 minutes.
4. The minimum and maximum number of group visitors is confined to 10 to 20 respectively (including working staff). Visitors must be aged 10 or above (studying primary 5 or above).
5. Applications can be submitted at least 1 month and at most 3 months in advance before the desired date of visit. In general, visits will be arranged on a first-come-first-served basis, subject to site availability.
6. Applicants should submit the completed application form together with copy(ies) of supporting document(s) mentioned in item 1 to RTHK Corporate Communications & Standards Unit. Acknowledgement will be emailed to the applicants within 10 working days upon receipt of the application forms.
7. Successful applicants will be notified by email.
8. Should there be any alterations after submission of the form, or should the applicant need to cancel the arranged visit, please inform us at least one week in advance before the date of visit. Absence without prior notice or failure in meeting the above requirements may affect future applications or cause immediate termination of the visit.
9. The responsible persons of visiting groups should ensure order and safe of the members during the visit. Visitors are liable for any damage they cause to the premises or facilities of RTHK.

10. Visitors should heed the instructions of RTHK staff and take ownership over their personal safety as well as personal belongings. RTHK is not liable for any accident caused to the visitors, including, among others, loss of personal belongings or bodily harm.
11. No videotaping is allowed during visits.
12. Parking facilities are not provided.
13. RTHK reserves the right to make final decisions on visit applications. If the applicant fails to comply with the above-mentioned criteria or any information provided by the applicant is found to be incomplete or untrue, RTHK reserves the right to withdraw the approval.
14. The personal data provided in this form will be used solely for visit arrangement. Please refer to our Privacy Policy (<http://www.rthk.hk/privacy/>) for more details.



Please return the completed form (and certified copy(ies) of supporting document(s)) by email or by post to RTHK Corporate Communications and Standards Unit, Broadcasting House, 30 Broadcast Drive, Kowloon, and mark "Application for Visit" on the envelope.

Enquiries: (852) 3691 2300 Email: ccu@rthk.hk

## Application Form for Group Visit

Please read the "Notes to Applicants" on the previous pages and complete this form in block letters.

Name of Organisation	:	_____
Telephone No. of Organisation	:	_____
Address of Organisation	:	_____
Name of Person-in-charge	:	_____
Title of Person-in-charge	:	_____
Contact Number	:	_____
Email Address	:	_____
Date of Visit	:	_____
No. of Visitors <i>(10-20 persons including working staff)</i>	:	_____
Class / Age of Visitors	:	_____
Remarks	:	_____

The undersigned hereby certifies all the information on this form is correct and complete, and agrees to comply with the criteria stated in the "Notes to Applicants".

Name of Person-in-charge: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Organisation Chop: \_\_\_\_\_