

**Due to coronavirus, visit to RTHK is suspended.
Thank you for your understanding.**



Visit to Radio Television Hong Kong

Radio Television Hong Kong (RTHK) provides visit opportunities on a regular basis to introduce the services and operations of RTHK to visitors. Two visiting time slots are available each week. For those who are interested, please read the following “Notes to Applicants” carefully and submit the completed application form. Upon successful application, a visit will be arranged as soon as possible.

Notes to Applicants:

1. All schools including primary schools, secondary schools, post-secondary institutes, universities; registered charitable organisations and non-profit-making organisations registered in Hong Kong are eligible to apply. For security concerns and to ascertain the nature of the organisations, charitable and non-profit-making organisations should submit copies of relevant documents together with the application form. Any form of charge on visitors for admission to RTHK is strictly prohibited.
2. Time of Visit: Every Tuesday and Wednesday 4:00 p.m. (except public holidays)
The duration of each visit is about 60 minutes.
3. Only 10 to 20 visitors (including working staff) aged 10 or above will be entertained.
4. **Should there be any alterations after submission of the form, or should the applicant wish to cancel the arranged visit, please inform us as soon as possible. Absence without prior notice or failure in meeting the above requirements may affect future applications or cause immediate termination of the visit.**
5. Application can be made 1 month to 1 year prior to the date of visit. Arrangements will be made on a first-come-first-served basis, and confirmation letters will be issued to successful applicants.
6. **Submission of Application: Applicants may check the available dates of visits with RTHK Corporate Communications & Standards Unit at 3691 2388 before filling in the form. Please send the completed application form together with copies of relevant documents mentioned in item 1 to Corporate Communications & Standards Unit, Radio Television Hong Kong, Broadcasting House, 30 Broadcast Drive, Kowloon, or via email to ccu@rthk.hk or fax at 2867 2323.**
7. For enquiries, please contact us at 3691 2388.

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Date : _____

Please read the “Notes to Applicants” carefully before submitting the application form.

Application Form for Group Visit

Name of Organisation	:	
Tel. & Fax No. of Organisation	:	(Tel) _____ (Fax) _____
Address of Organisation	:	
Name of Person-in-charge	:	
Post of Person-in-charge	:	
Tel. No.	:	
Email Address	:	
Reason(s) of Visit	:	
Suggested Date of Visit	:	First Choice
(Every Tue & Wed at 4:00p.m.)		Second Choice
No. of Visitors	:	
(10-20 persons, including working staff)		
Class / Age of Visitors	:	
Remarks	:	

The undersigned hereby certifies that this visit to RTHK does not involve any form of profit-making and that the organisation is liable for any loss or damage caused to the property of RTHK during the visit.

Official Seal : _____ Signature of the Person-in-charge : _____