

意見表

SUGGESTIONS/COMPLAINTS

檔案編號 NO.:

身分資料/PERSONAL INFORMATION

姓名 _____ 性別 男 女
Name _____ Sex M F

地址 _____
Address _____

聯絡電話 _____ 其他聯絡方式 _____
Telephone _____ Other Contact _____

注意事項

- 您所提供的一切資料只會用於處理您所提出的建議或投訴；
- 在處理投訴時，倘有需要才會將相關資料轉交被投訴人及處理本個案的人士或機構；此外，基於調查或訴訟的需要，有關資料亦可能轉交警察當局或司法機關；
- 根據第 5/98/M 號法令第二十一條第二款的規定，以匿名方式提出的建議、投訴或異議得被銷毀；
- 根據上述法令同條第三款的規定，對於留下身分資料及地址的投訴及異議人士，本局會在收到有關投訴及異議當日起計四十五天內給予答覆；
- 根據第 8/2005 號法律《個人資料保護法》第十一條的規定，您有權申請查閱、更正或更新您存於本局的個人資料；

Notes:

- The information filled in this form will only be used for the handling of your suggestions or complaints;
- During the handling of the complaints, the related information may be transferred to the party being complained against and the responsible investigators or institutions of the case if necessary. Also, the related information may be transferred to the police authorities or judicial authorities in judiciary process;
- According to item 2 of article 21 of Decree Law No. 5/98/M, anonymous suggestions/complaints/objections can be ignored;
- According to item 3 of article 21 of the foregoing Decree Law, the Bureau will reply to those citizens leaving personal identification and address for complaints or objections within 45 days, counting from the day of receiving the complaints or objections;
- According to article 11 of Law No. 8/2005 "Personal Data Protection Act", you have the right to access, rectify or renew your personal information held by the Bureau. Request should be made to the Bureau;

建議 / 投訴

SUGGESTIONS/COMPLAINTS

內容：(請盡可能指出事件的時間、地點及有關人物的姓名，這樣會有助於我們處理您的意見)

Content: (For the better handling of your opinions, please indicate the time(s), location(s) and name(s) of the person(s) related to the case.)

簽名：
Signature

日期：
Date

請將意見表投入意見箱，或透過電子郵件 (dsalgrp@dsal.gov.mo)，又或以傳真 (2855 0497) 將意見傳送至本局。若您想查詢或跟進有關問題的處理情況，可於辦公時間內致電 2858 1861 與公共關係組聯絡，多謝！

Please send the suggestion/complaint form to the Labour Affairs Bureau by suggestion box, email (dsalgrp@dsal.gov.mo) or fax (2855 0497). For the enquiries or follow-ups of the cases, please contact the Public Relations Group at 2858 1861 during office hours. Thank you!