

客戶建議 / 意見表格
Customer Suggestions / Comments Form

(1) 對現有服務的意見

Comments on existing services:

- 大致良好 Generally good
- 可作改善的地方 Need improvement on -

.....

- 其他意見 Other comments -

.....

(2) 對職員工作表現的意見

Comments on staff performance:

職員姓名 (可不填寫)
 Name of Staff (Optional)

組別 (可不填寫)
 Section (Optional)

	十分滿意 Very Satisfied	滿意 Satisfied	一般 Average	*不滿意 Dissatisfied	*極不滿意 Very Dissatisfied
	5	4	3	2	1
a) 職員的態度 Staff Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) 職員的知識 Staff Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) 效率 Efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

註：請在適當的方格內加「✓」號

Remarks : Please “✓” the boxes as appropriate

* 請說明不滿意的原因

Please specify reasons for Dissatisfaction –

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.....

(3) 建議增設的服務

Suggestions for new services:

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(4) 其他意見

Other comments:

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如你希望取得公司註冊處各項服務、新措施，以及《公司條例》修訂方面的最新資訊，請於本處網站（www.cr.gov.hk）的「訂閱電子資訊」一欄登記使用本處的電子資訊服務。

If you wish to receive updates on the Companies Registry's services, new initiatives and legislative changes to the Companies Ordinance, you may subscribe to the Registry's electronic news service under the "e-News Subscription" section of our website at www.cr.gov.hk.

為協助本處跟進你的意見，請提供聯絡資料。

To assist us to follow up on your comments, please provide us with your contact information.

姓名

Name :

電話號碼

Tel No. :

地址

Address :

.....

電郵

Email :

所有意見均會保密處理

All views and comments expressed will be kept confidential.

公司註冊處會把你在本表格提供的個人資料（如有的話），作收集客戶意見用途。按照《個人資料（私隱）條例》，你有權要求查閱和改正個人資料，如須查閱和改正這些資料，請向本處的客戶服務及管理部提出。

The personal data you provided in this form, if any, will be used by the Companies Registry for the purpose of collecting customers' views. You have a right to request access to and correction of your personal data in accordance with the Personal Data (Privacy) Ordinance. Any such request may be made to the Customer Services and Management Division of the Companies Registry.

謝謝

Thank you