



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
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

詳情

Details:

.....

.....

.....

.....

.....

.....

(3) 建議增設的服務

Suggestions for new services:

.....

.....

.....

.....

.....

.....

(4) 其他意見

Other comments:

.....

.....

.....

.....

公司註冊處提供訂閱電子資訊服務，如你希望取得本處各項新措施或服務和最新發展的第一手資料，請登入本處網頁(www.cr.gov.hk)「最新消息」-「訂閱電子資訊」一欄登記。

The Companies Registry provides electronic news subscription service. If you wish to obtain first hand information on our new initiatives or services and the latest developments, you may visit our website at www.cr.gov.hk (Section : 'What's News' – 'Companies Registry News Subscription') for registration.

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

電郵地址 :
Email Address

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經理提出。

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 Manager of the Companies Registry.

請把本表格放入設於本處 13 樓 或 14 樓辦事處的意見箱內，或以電郵 (地址：crenq@cr.gov.hk) 或傳真(號碼：(852) 2596 0585) 交回本處。你亦可以郵遞方式將本表格寄回香港金鐘道 66 號金鐘道政府合署 14 樓公司註冊處客戶服務部。

You may leave this form in the suggestion boxes located on the 13th or 14th floors of our offices or return it by email to crenq@cr.gov.hk, or by fax to (852) 2596 0585. If you choose to return this form by post, please address to the Companies Registry, Customer Services Division, 14th Floor, Queensway Government Offices, 66 Queensway, Hong Kong.

謝謝

Thank you