

樹木管理人員註冊制度

Registration Scheme for Tree Management Personnel

上訴申請表格

Appeal Request Form

上訴人須知 Notes to Appellants

1. 任何不接受註冊小組就註冊事宜所作的決定和紀律小組對紀律個案所作的決定的申請人、投訴人或被告，可填妥此上訴申請表格，在獲通知該決定後的 **14 個曆日內**，提交發展局綠化、園境及樹木管理組的樹木管理人員註冊小組（下稱「註冊小組」）。
Any applicant, complainant or defendant who does not accept the decision made by the Registration Unit on registration matters and Disciplinary Panel on disciplinary cases may submit his or her appeal request **within 14 calendar days** immediately after the date on which he/she was notified of the decision to the Tree Management Personnel Registration Unit (“Registration Unit”) of the Greening, Landscape and Tree Management Section of Development Bureau (“DEVB”) by completing this Appeal Request Form.
2. 請按照相關指示及上訴人須知填妥此上訴申請表格，以專人送遞或郵寄方式向發展局綠化、園境及樹木管理組的樹木管理人員註冊小組遞交，地址為香港添馬添美道 2 號政府總部西翼 16 樓。上訴人亦可以經註冊制度網站 (https://www.greening.gov.hk/rstmp/tc/forms_notes/index.html) 的電子表格在網上遞交上訴申請及上載文件及資料的電子副本。資料不完整的上訴申請表格可造成處理上的延誤或被終止處理。
The Appeal Request Form must be completed in full in accordance with the specified instructions as set out in the Appeal Request Form and “Notes to Appellant” and submitted to the Registration Unit of the Greening, Landscape and Tree Management Section of Development Bureau by hand or by post to 16/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong. Appellants may also submit the Appeal Request Form via the internet using the e-form available in the registration website (https://www.greening.gov.hk/rstmp/en/forms_notes/index.html) and upload digital copies of the documents and materials. Incomplete information will cause delay or termination in processing the appeal.
3. 申請人之前就樹木管理人員類別的註冊申請不獲批核，但其後取得註冊要求的資歷並符合註冊資格，可重新提交註冊申請。
Applicant whose registration application for a tree management personnel type is unsuccessful before but has subsequently attained the required qualification of the registration requirement and has met the registration requirements can re-apply for registration.

4. 上訴人須提供全部所需資料，及清楚提出上訴理由及所倚據的事實。
The appellant shall provide all the information as requested, and to state the grounds of the appeal and fact relied on clearly.
5. 在向發展局綠化、園境及樹木管理組的註冊小組遞交上訴申請表之前，應在表格上簽署及填上日期。
The Appeal Request Form should be signed and dated before submitting to the Registration Unit of the Greening, Landscape and Tree Management Section of Development Bureau.
6. 如空位不敷應用，請另加紙張填寫，並應在每一頁增添的紙張上簽署及填上日期，與上訴申請表格一併遞交。
If space is insufficient, please attach additional sheet(s) which should each be signed and dated by the appellant and handed in with the Appeal Request Form.
7. 請用黑色或深藍色原子筆，以正楷填寫本表格。
Please complete all items in BLOCK letters with a blue or black ball pen.
8. 上訴人所提供的資料，將用於處理有關上訴事宜上。
The information provided by the appellant shall be used in the processing of the appeal case.
9. 註冊小組的上訴程序並不能作為向註冊樹木管理人員追討退款或賠償的途徑。退款或賠償申索需要透過法律程序提出，你應該向你的律師索取相關事宜的建議。
The appeal procedures of the Registration Unit cannot be used as a means for obtaining refunds or compensation from the registered tree management personnel. Claims for refunds or compensation have to be made through legal proceedings, for which you should seek advice from your own lawyer.
10. 註冊小組會以通訊處理大部分的上訴，然而在必要的情況下，你會被邀請出席上訴研訊。如你拒絕出席上訴研訊，註冊小組會因此難以繼續處理你的上訴。
The Registration Unit shall try to deal with most appeal cases through correspondence but, if it becomes necessary, you will be invited to attend an appeal hearing. If you refuse to attend an appeal hearing, the Registration Unit shall be unable to process your appeal.
11. 上訴人應保留一份填妥的上訴申請表格副本，以備參考。
Appellant should keep a copy of the completed Appeal Request Form for reference.

12. 註冊小組會在收到上訴申請表格後的10個曆日內發出上訴申請收妥確認通知書。如註冊小組同意上訴人上訴的理據，可撤銷原先的決定並批准上訴，註冊小組一般會在收到上訴申請表格後的兩個月內完成處理。否則，註冊小組會把上訴個案轉介上訴委員會，透過傳閱、召開會議及／或上訴研訊以得出決定，一般會在收到上訴申請表格後的4個月內完成處理。

The Registration Unit will issue acknowledgement letter to the appellant within 10 calendar days upon receipt of the Appeal Request Form. If the Registration Unit agrees to the grounds of the appeal request, the Registration Unit may repeal the original decision and approve the appeal. In this case, the Registration Unit will normally complete the case within two months upon receipt of the Appeal Request Form. Otherwise, the Registration Unit will refer the appeal to the Appeal Board for a decision by circulation, convening a meeting and/or appeal hearing. The appeal will normally be completed within four months upon receipt of the Appeal Request Form.

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Registration Scheme for Tree Management Personnel

上訴申請表格
Appeal Request Form

A. 上訴人的個人資料 Personal Particulars of Appellant

(1) 姓名： Name:	(英文) (English)	(中文) (Chinese)
(2) 性別 Gender：	男 Male <input type="checkbox"/>	女 Female <input type="checkbox"/>
(3) 通訊地址 Correspondence Address：		
(4) 電話號碼： Telephone No.:	(手機) (Mobile)	(辦公室) (Office)
(5) 電郵地址： Email Address:		

B. 上訴內容 Subject of Appeal

(1) 上訴有關註冊小組的決定或紀律小組的行動詳情（請夾附有關決定或行動的通知書副本） Details of the decision of the Registration Unit or action of the Disciplinary Panel being appealed against (Please attach a copy of the notification letter stating the decision or action)

(2) 上訴理由 Grounds of the appeal

(3) 上訴人提供的證據及支持上訴的文件詳情(請連同上訴申請表格提供相關證據及支持文件的副本)

Details of the appellant's evidence and documents in support of the appeal (Please provide a copy of the relevant evidence and supporting documents together with the Appeal Request Form)

C. 個人資料收集聲明 Personal Information Collection Statement

發展局綠化、園境及樹木管理組（下稱「管理組」）及其代理人／承辦商將使用本上訴申請表格中收集的個人資料，作下列一項或多項涉及管理組活動的用途：

The personal data collected in this Appeal Request Form shall be used by the Greening, Landscape and Tree Management Section (“GLTMS”) of the Development Bureau for one or more of the following purposes related to the activities of the GLTMS:

- (i) 處理你的上訴；
processing your appeal;
- (ii) 方便政府及上訴委員會與你通訊；及
facilitating communication among the Government, the Appeal Board and yourself; and
- (iii) 作法律規定、授權或准許的用途。
any other purposes as may be required, authorized or permitted by law.

如未經你同意，管理組不會將你的個人資料轉交予任何第三方。簽署本聲明，即表示你已同意在上述(i)至(iii)的情況下，管理組可將你的個人資料轉交予與處理上訴相關的單位。

The GLTMS shall not transfer your personal data to any third parties without your prior consent. By signing this Statement, you are deemed to have given prior consent to any transfer of your personal data by the GLTMS to entities which are relevant to the processing of your appeal set out in (i) to (iii) above.

你必須向管理組提供你的個人資料。如果你未能提供完整的資料，管理組或上訴委員會將無法處理及／或考慮你的上訴。

It is obligatory for you to supply the GLTMS with your personal data. The GLTMS or the Appeal Board shall be unable to process and/or consider your appeal if you do not provide complete information.

除《個人資料（私隱）條例》（第 486 章）豁免外，你有權要求查閱你在上訴表格的個人資料及更正未被刪除的個人資料。如欲查閱或更正個人資料，請以書面方式寄信至香港添馬添美道 2 號政府總部西翼 16 樓發展局綠化、園境及樹木管理組樹木管理人員註冊小組。

Except where there is exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), you have the right to request access to and correction of your personal data provided in this Appeal Request Form when the data have not been erased. If you wish to do so, please write to the **Tree Management Personnel Registration Unit, Greening, Landscape and Tree Management Section, Development Bureau, 16/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong.**

D. 查詢 Enquiries

有關查詢，請以電郵 (rstmp@devb.gov.hk)或電話(2848 2334)方式與管理組的樹木管理人員註冊小組聯絡。此外，上訴人如欲索取更多資料，請瀏覽樹木管理人員註冊制度的網站 <https://www.greening.gov.hk/rstmp/tc/home/index.html>

For enquiries, please contact the Tree Management Personnel Registration Unit of the GLTMS at rstmp@devb.gov.hk or 2848 2334. Alternatively, applicants may visit the website of the Registration Scheme for Tree Management Personnel at <https://www.greening.gov.hk/rstmp/en/home/index.html> for more information.

E. 聲明書 Declaration

本人聲明 –

I declare that –

- (i) 本人已閱讀和完全明白「上訴人須知」及上訴申請表格的內容。本人接受和同意遵循處理上訴的規定及條款；

I have read and fully understood the contents of the “Notes to appellant” and this Appeal Form. I accept and agree to abide by the rules and terms related to the processing of the appeal;

- (ii) 本人已閱讀和明白上文C部個人資料收集聲明所載的內容；

I have read and understood the contents of the above Personal Information Collection Statement in Part C;

- (iii) 本人明白和同意發展局可使用本人的個人資料處理上訴申請，或因法例授權和規定而披露有關資料；及

I understand and agree that the Development Bureau shall use my personal data for the purpose of processing and / or considering the appeal or where such disclosure is authorised and required by the law; and

- (iv) 就本人所知所信，在此表格以及所有附件所提供的資料均屬真確，並無遺漏。

The information provided in this form and in any documents attached is true, correct and complete to the best of my knowledge.

上訴人姓名(以正楷填寫)
Name of Appellant
(in BLOCK letters)

上訴人簽署
Signature of Appellant

日期 **Date**
(日 dd -月 mm - 年 yyyy)