

**Enrolment Form for Briefing for  
Invitation for Expression of Interest for  
the Grant of Licence for  
Providing Event Planning and Management Services  
and Advertising Services  
at Designated Venues/Facilities of  
the Leisure and Cultural Services Department**

就为康乐及文化事务署辖下指定场地 / 设施  
提供活动策划及管理服务和广告服务的经营权邀请提交意向书  
简介会报名表

Please return the completed enrolment form by email to [ei2025@lcsd.gov.hk](mailto:ei2025@lcsd.gov.hk) no later than **6:00 p.m. on 21 November 2025 (Hong Kong time)**. Late registration may be not accepted.

请将填写完毕的报名表于 **2025 年 11 月 21 日下午 6 时 (香港时间)** 前电邮至 [ei2025@lcsd.gov.hk](mailto:ei2025@lcsd.gov.hk)。  
逾期报名可能不被接纳。

Date 日期: 27 November 2025  
2025 年 11 月 27 日

Time 时间: 10:30 a.m.  
上午 10 时 30 分

Venue 地点: Function Room AC2, Level 4, Administration Building, Hong Kong Cultural Centre,  
10 Salisbury Road, Tsim Sha Tsui, Kowloon, Hong Kong  
香港九龙尖沙咀梳士巴利道十号香港文化中心行政大楼四楼会议室 AC2

Language 语言: Cantonese 粤语

**Name of company/organisation 公司 / 机构名称**

(English 英文)	
(Chinese 中文)	

**Information of representative(s) 公司 / 机构代表资料**

Name 姓名	Post Title 职位	Email Address 电邮地址	Phone No. 电话号码
Each party can register <b>no more than 3</b> representatives for the briefing. 每间公司 / 机构最多可登记三名代表参加简介会。			
1.			
2.			
3.			

**Information of contact person (must be provided) 联络人资料（必填）**

Name 姓名	Post Title 职位	Email Address 电邮地址	Phone No. 电话号码

**Remarks 备注:**

- Confirmation of registration, together with the exact time and location of the briefing, will be issued by email to the above contact person.  
我们会以电邮通知上述联络人，确认其报名及简介会的具体时间和地点。
- The briefing is intended for parties who are interested in submitting a proposal in response to our captioned invitation, for their better understanding of the submission requirement as well as the site conditions of the involved venues / facilities.  
简介会旨在帮助有意就上述邀请提交建议书的人士更清晰地了解提交要求及相关场地／设施的场地条件。
- The Government reserves the right to decline registration / attendance of any person.  
政府有权拒绝任何人士的报名或参与。