Annex

**Visit during Non-office Hours**

**Registration Form**

Name of HKMA Staff: Steven Ho

Post Title: A(SYS)(IT)(HKFMI)7

Contact No.: 2597 0965

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| Name of visitor | The first 5 alphabets or numeric of HKID no. (e.g. A1234) | Date and time of visit | Purpose of visit |
| Sin Ho Yin Alden | Y0078 | 24 Apr 2021  15:00 | Hardware maintenance |
| Chiu Ka Chun | Z2333 | 24 Apr 2021  15:00 | Hardware maintenance |
| Kwong Chi On | D8598 | 24 Apr 2021  15:00 | Hardware maintenance |
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*Disclaimer: Any personal data provided in this form will be used solely for registration to access the HKMA offices during non-office hours (from 1800 to 0830 on weekdays, whole day for Saturday/Sunday and public holidays). This form will be destroyed by Gen Admin after six months from the date of visit.*