



文物徑團體導賞服務 Docent Service for Groups at Heritage Trail

只供本地註冊的慈善團體、非牟利機構、幼稚園、小學、中學、特殊學校、專上學院及大學申請。費用全免。
Only for local registered charitable organizations, non-profit-making institutions, kindergartens, primary / secondary / special schools, post-secondary institutions and universities. Free of charge.

導賞服務地點 Location for Docent Service

各參觀地點開放與否，將按相關業主或場地負責人的最新公佈為準，敬請留意。
The locations whether open to the public or not will be subject to the latest notice of the site owner / person-in-charge.

屏山文物徑 Ping Shan Heritage Trail

清暑軒、觀廷書室、愈喬二公祠、鄧氏宗祠、上璋圍（內部並不對外開放）及聚星樓（逢星期二休息）。

Ching Shu Hin, Kun Ting Study Hall, Yu Kiu Ancestral Hall, Tang Ancestral Hall, Sheung Cheung Wai (interior not open to the public) and Tsui Sing Lau Pagoda (closed on Tuesdays).

屏山鄧族文物館暨文物徑訪客中心另備導賞服務，詳情請見：http://www.amo.gov.hk/b5/ping_shan.php。

Separate docent service for Ping Shan Tang Clan Gallery cum Heritage Trail Visitors Centre, please browse:

http://www.amo.gov.hk/en/ping_shan.php

龍躍頭文物徑 Lung Yeuk Tau Heritage Trail

松嶺鄧公祠（逢星期二休息）、天后宮及老圍（內部並不對外開放）。

Tang Chung Ling Ancestral Hall (closed on Tuesdays), Tin Hau Temple and Lo Wai (interior not open to the public).

因場地所限，建議乘坐小型校車或旅遊車前往。Due to site constraints, it is suggested to go by mini-school bus or mini-coach.

中西區文物徑中區線 Central Route of Central and Western Heritage Trail

皇后像廣場、和平紀念碑、舊最高法院（內部並不對外開放）、前法國外方傳道會大樓（內部並不對外開放）、聖約翰座堂及舊三軍司令官邸（茶具文物館）。

Statue Square, Cenotaph, Old Supreme Court (interior not open to the public), Former French Mission Building (interior not open to the public), St. John's Cathedral and Flagstaff House (Museum of Tea Ware).

中西區文物徑上環線 Sheung Wan Route of Central and Western Heritage Trail

舊上環街市北座（西港城）、水坑口遺址、廣福義祠、舊病理學院（香港醫學博物館，逢星期一休息）、香港中華基督教青年會（內部並不對外開放）及文武廟。

Western Market (North Block), Old Site of the Possession Point (Shui Hang Hau), Kwong Fook I Tsz, Old Pathological Institute (Hong Kong Museum of Medical Sciences, closed on Mondays), Chinese Young Men's Christian Association of Hong Kong (interior not open to the public) and Man Mo Temple.

導賞服務開始時間 Starting Time

10:00 – 15:30, 逢星期一至日 (Monday to Sunday). 每節 Each session: 1.5 小時 (hours).

每節報名人數 No. of Visitors per Session on Application

最少 Min.: 20 人 最多 Max.: 40 人

中西區文物徑交通繁忙，逾 30 人的團體或需分拆成 2 團或以上，以便提供服務，敬請留意。

To facilitate service delivery in the busy Central and Western Heritage Trail, group will be split if more than 30 persons for one application.

申請須知 Application Notes

1. 文物徑團體導賞服務是為本地註冊的慈善團體、非牟利機構、幼稚園、小學、中學、特殊學校、專上學院及大學而設，參觀團體須安排最少一位領隊隨團，並照顧參加者及維持秩序。如每節的報名人數低於 20 人，有關申請將不獲處理。為殘疾人士或長者提供服務的註冊團體、機構或學校，每團最少人數則為 10 人。
Local registered charitable organizations, non-profit-making institutions, kindergartens, primary / secondary / special schools, post-secondary institutions and universities may apply for the docent service at heritage trails. Participating organizations / schools should assign at least one leader to take care of the group members. If the no. of visitors for each session is less than 20, the application will not be processed. For registered organizations, institutions or schools serving people with disabilities or the elderly, minimum 10 persons per tour.
2. 古物古蹟辦事處（下簡稱「辦事處」）將按先到先得形式處理申請。參觀團體可由參觀日起計一至三個月內於辦公時間內致電 2208 4406 預約，在預約後一星期內將填妥的申請表連同證明文件副本（見第 3 項至第 5 項須知），交回香港文物探知館教育及宣傳組。未能如期交表者，其電話預約即自動取消。如申請之參觀日期距遞交申請表的時間少於一個月，辦事處有權不處理其申請。關於導賞服務的申請、結果及各項安排，辦事處擁有最終決定權。



申請須知 Application Notes

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The Antiquities and Monuments Office (the Office) will arrange the docent service on a first come first served basis. Applications should be made from **1 to 3 months before the date of visit**. Please call 2208 4406 during office hours for reservation first, then submit the duly completed form together with copies of supporting documents (see Notes 3 to 5) to Education and Publicity Unit, Hong Kong Heritage Discovery Centre within one week after the telephone booking. Or, the booking will be cancelled. The Office reserves the right not to consider any application made less than one month before the date of visit. Tour arrangements and results of application are subject to the Office's final decision.

3. 香港註冊的幼稚園、小學、中學、特殊學校、專上學院及大學：辦事處有權要求學校遞交有關證明文件的副本，以便核實其申請資格。

Kindergartens, primary / secondary / special schools, post-secondary institutions and universities registered in Hong Kong: If necessary, schools shall provide copies of supporting documents for verification of the eligibility.

4. 香港註冊的非牟利機構及註冊慈善團體：必須已根據社團條例或公司條例註冊立案，或已根據法例成立，或已註冊為認可慈善機構或公共性質的信託團體。申請時須遞交以下其中一項證明文件的副本：

Charitable or non-profit-making organizations registered in Hong Kong: The organization should be registered under the Societies Ordinance or the Companies Ordinance, formed by statute, registered on the list of approved charitable institutions or trusts of a public character. The organization is required to provide photocopies of one of the supporting documents as listed below:

- a) 稅務署依據稅務條例第 88 條發出之信件；或

Letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance; or

- b) 香港政府憲報所列之註冊慈善團體名單；或

List of Approved Charitable Institutions and Trusts of a Public Character published on the Government Gazette; or

- c) 社會福利署所發出之信件證明該團體為政府資助的團體；或

Letter issued by the Social Welfare Department stating that the organization is government subvented; or

- d) 該團體的章程或組織章程大綱及章程細則，或有關條例或信託契約中，必須明文規定：若團體解散，其成員不得分享利潤或資產。

The organization's Constitution or Memorandum and Articles of Association, Ordinance, or Trust Deed should state that members of the organization do not take any share of the profits nor any share of the assets upon the dissolution of the organization.

5. 第 3 項及第 4 項所列的證明文件副本必須由團體負責人正式簽署並附團體蓋印。

Copies of supporting documents required at Notes 3 and 4 should be certified by an authorized officer of the organization and furnished with official chop.

6. 申請如獲批准，辦事處將致函覆實。敬請準時到達指定地點集合。遲到 15 分鐘或以上者，導賞員有權縮短行程並於指定時間結束。申請者如欲取消活動，請儘早賜電告知，並須補交書面通知以供存檔，已取消的活動將不作補辦。如欲更改參觀安排，如日期、時間、人數等，則必須重新申請。

Successful application will be confirmed in writing. The groups are expected to be punctual. Docent reserves the right to finish the tour according to the scheduled time or make alternations on the route if the group is late more than 15 minutes. Cancellations requires notice by phone and then in writing for the Office. No other arrangements for the cancellation. New application is required for any change of the visit, e.g. date / time / visitor numbers, etc.

7. 根據個人資料 (私隱) 條例第十八、二十二及附表一載列的第六原則，申請人有權要求查閱及更正表格內所提供的個人資料。申請表格內所提供的個人資料將作安排導賞服務之用及將存檔於辦事處作紀錄。申請人如欲查閱及更正表格所收集的個人資料，請致電 2208 4413 與二級助理館長 (教育活動) 聯絡。

All applicants have the right to request access to and make correction of personal data as stated in this form in accordance with Section 18, 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. Personal data provided in this form will be used for arranging docent service and will enter in the record of the Office. Enquiries concerning the personal data collected in this form, including the request for access and corrections, please contact Assistant Curator II (Education Activities) of the Office at 2208 4413.

查詢 Enquiry

電話 Tel. No.: 2208 4406, 辦公時間 Office Hours: 09:30 – 12:30 & 14:30 – 17:30, 星期一至五 (Monday to Friday)。

地址 Address:

傳真 Fax: 2377 9792

九龍尖沙咀海防道九龍公園香港文物探知館

電郵 Email: amoenews@lcsd.gov.hk

Hong Kong Heritage Discovery Centre, Kowloon Park, Haiphong Road, Tsim Sha Tsui, Kowloon

除特別註明外，中文或英文填寫均可。Unless otherwise specified, please complete the form in either Chinese or English.



文物徑團體導賞服務申請表 Application Form for Docent Service for Groups at Heritage Trail

請先詳閱申請須知，並以正楷填寫本表格，敬請由學校或團體之負責人，如校長、主席、行政秘書等簽署。
Please read through the Application Notes, and write in block letters. This form requires signature from authorized officer of the school / organization, e.g. Principal, Chairman or Executive Secretary, etc.

學校 / 團體名稱 School / Organization Name (如為殘疾人士或長者提供服務的註冊團體或學校，請剔選 Please tick the box if your organizations or schools serving people with disabilities or the elderly)

學校 / 團體地址 School / Organization Address

活動負責人 Person in Charge

手機號碼 Mobile No

傳真號碼 Fax No.

先生 Mr. 女士 Ms. 太太 Mrs.

辦公室電話號碼 Office Tel. No.

所需導賞服務 Docent Service Required	每節報名人數 No. of Visitors per Session on Application	粵語 Cantonese	英語 English
「屏山文物徑」導賞服務 "Ping Shan Heritage Trail" Docent Service	最少 Min.: 20 最多 Max.: 40 *中西區文物徑交通繁忙，逾 30 人的團體或需分拆成 2 團或以上，以便提供服務。 To facilitate service delivery in the busy Central and Western Heritage Trail, the group will be split if more than 30 persons for one application.*		
「龍躍頭文物徑」導賞服務 "Lung Yeuk Tau Heritage Trail" Docent Service			
「中西區文物徑」中區線導賞服務 "Central and Western Heritage Trail" Docent Service – Central Route			
「中西區文物徑」上環線導賞服務 "Central and Western Heritage Trail" Docent Service – Sheung Wan Route			
導賞日期 Date of Docent Service	時間 Time	年歲 Age Group	年級 Grade
參觀人數 No. of Visitors	領隊數目 No. of Leaders	總人數 Total Visitors	

申請者簽署 Signature of Applicant

茲證明上述資料均正確無訛，沒有遺漏，並已細閱及明白有關申請須知。The undersigned hereby certifies that all the information given on this form is correct and complete, and has read and understood the Application Notes.

校長 / 團體負責人姓名 Name of Principal / Organization Person in Charge

學校 / 團體印鑑 School / Organization Chop

簽署 Signature

日期 Date