古物古蹟辦事處
Antiquities and Monuments Office

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Application Form for Docent Service for Groups to Visit
"Sighting Dragons in the Field: An Exhibition of Dinosaur Fossils from Port Island and the Chinese Mainland"

Please read through the Application Notes, and write in block letters. This form requires signature from authorised officer of the school / organisation, e.g. principals, relevant panel chairmen, chairmen or executive secretaries of NPOs etc.

Name of school / organisation (❑ Please √ tick the box if your organisation or school serves people with disabilities or the elderly)

Address of school / organisation

Person in Charge	Mobile No	Email Address.
❑Mr. ❑Ms. ❑Mrs.	Office Tel. No.	

Docent Service Required	Visitors per Docent	Cantonese	Putonghua	English
"**Sighting** Dragons in the Field: An Exhibition of Dinosaur Fossils from **Port Island and the Chinese Mainland**"	Min.: 10 (No limit on number of participants)			

Date of Docent Service	Timeslots	Age Group	Grade
	❑10:15-11:15 ❑11:15-12:15 ❑12:15-13:15 ❑13:15-14:15 ❑14:15-15:15 ❑15:15-16:15 ❑16:15-17:15		

No. of students / participants	No. of leader(s)	Total no. of visitors (the no. of docent sessions will be subject to the total no. of visitors)

Free Transportation (Applied to all eligible applicants)

❑ Please √ tick the box if you would like to request FREE transportation service (subject to availability; except closed areas and closed roads).

* 27-seater or 60-seater is available for selection.
* Applicants will be informed of the results of their transportation requests no later than 10 working days before the date of docent service.
* Each session of free transportation approved is 4 hours (inclusive of traveling and waiting time).
* Cancellation of free transportation approved should be made no less than 2 working days before the pick-up time.
* FREE transportation is only provided to the groups applying for docent service of "Sighting Dragons in the Field" Exhibition.

Pick-up time	Departure time (from Hong Kong Heritage Discovery Centre)
Pick-up location	Drop-off location

❑ Rehab bus (to be arranged by applicants only) entry to Kowloon Park is required :	Rehab bus license plate no.	Arrive time:	Departure time:

Signature of Applicant

The undersigned hereby certifies that all the information given on this form is correct and complete, and has read and understood the Application Notes.

Name of Principal / Organisation Person in Charge	School / Organisation Chop
Signature	
Date	

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Docent Service for Groups

Free docent services are only for local registered charitable organisations, non-profit-making institutions, kindergartens, primary / secondary / special schools, post-secondary institutions and universities.

Docent Service of "Sighting Dragons in the Field: An Exhibition of Dinosaur Fossils from Port Island and the Chinese Mainland"

The exhibition features dinosaur fossils discovered on Port Island, unveiling the mystery of Hong Kong's giant dinosaur. It also offers a comprehensive overview of the evolution and survival of dinosaurs in China by showcasing fossil treasures from the Guangdong-Hong Kong-Macao Greater Bay Area (GBA) and various parts of the country.

Docent service period ： 10:15 – 16:15 from Monday to Wednesday, and Friday (except public holidays)

No. of visitors per session： Min.： 10. (No limit on number of participants) Duration of each docent tour： 1 hour

Application Notes

1. Local registered charitable organisations, non-profit-making institutions, kindergartens, primary / secondary / special schools, post-secondary institutions and universities can apply for the docent service on a group basis. Participating organisations / 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 minimum number of visitors specified, the application will not be processed.
2. AMO will arrange the docent service on a first-come first-served basis. Applications are preferably to be made at least 1 month before the date of visit. Please call 2208 44**87** during office hours for reservation first, then submit the completed form together with copies of supporting documents (see Notes 3 to 5) to Education and Publicity Sub-unit of AMO at Hong Kong Heritage Discovery Centre within one week after the telephone booking. Or else, the booking will be cancelled. Tour arrangements and results of applications are subject to AMO's final decision.
3. For kindergartens, primary / secondary / special schools, post-secondary institutions and universities registered in Hong Kong, please provide copies of supporting documents for verification of the eligibility.
4. For charitable or non-profit-making organisations registered in Hong Kong, the organisation should be registered under the Societies Ordinance or Companies Ordinance, formed by statue, registered on the list of approved charitable institutions or trusts of a public character and to provide photocopies of one of the supporting documents as listed below:
   a) letter issued by the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance; or
   b) List of Approved Charitable Institutions and Trusts of a Public Character published on the Government Gazette; or
   c) letter issued by the Social Welfare Department stating that the organisation is government subvented; or
   d) the **organisation's** Constitution or Memorandum and Articles of Association, Ordinance, or Trust Deed to state that members of the organisation do not take any share of the profits nor any share of the assets upon the dissolution of the organisation.
5. Copies of supporting documents required vide Notes 3 and 4 should be certified by an authorised officer of the organisation and furnished with official chop.
6. Successful application will be confirmed in writing. The groups are expected to be punctual. Docents reserve the rights to finish the tour according to the scheduled time or make alternations on the route if the group is late more than 15 minutes. Please inform AMO by phone, followed by writing for cancelling the tour booked. New application is required for any change of the visit, e.g. date / time / visitor numbers, etc.
7. All applicants have the rights to request access to and make correction of personal data as stated in this form in accordance with Sections 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 AMO. Enquiries concerning the personal data collected in this form, including the request for access and corrections, please contact Assistant Curator II (Education Activities) of AMO on 2208 4413.

Enquiry and Submission

Tel. No.: 2208 4487 Office Hours: 0930 – 1300 & 1400 – 1730 (Monday to Friday) Email： registration@amo.gov.hk

Address: Hong Kong Heritage Discovery Centre, Kowloon Park, Haiphong Road, Tsim Sha Tsui, Kowloon (Please apply vide email)

Unless otherwise specified, please complete the form in either Chinese or English.

Rev. Nov 2026