To： **Fire Services Department**
Community Relations Section
7/F, North Wing, Fire Services Headquarters Building, Tel. No.：2170 9630
1 Hong Chong Road, Tsim Sha Tsui East, Kowloon. Fax No.：2391 3619

Application For Fire Safety Talk / Evacuation Drill / Exhibition

Part I：To be completed by the Applicant

Type of Event： ☐ Fire Safety Talk ☐ Evacuation Drill ☐ Exhibition
(please ✓ as appropriate) ☐ Pamphlets Distribution
☐ Other (Please specify)：_____

Name of Company / Org.：_____

Correspondence Address：_____

Address of Event：_____

Responsible Person：_____ No. of Participants：_____

Contact Telephone No. (Office)：_____ (Fax)：_____ (Mobile)：_____

Date：(1st Choice) _____ (2nd Choice) _____

Time：(1st Choice) _____ (2nd Choice) _____

Remarks：_____

Date：_____ Signature of Responsible Person：_____

Company's chop(if any)：_____

Part II：For FSD use only

From：Community Relations Section To：Divisional Commander _____

The captioned application is forwarded for your necessary action please.

CRO：_____

Date：_____

Part III：For FSD use only

From : Divisional Commander _____ To： _____

We acknowledge receipt of your application dated _____. The matter is now receiving attention, and a reply will be sent to you as soon as possible.

For further enquires, please contact Duty Officer of _____ Fire Station at _____.

Divisional Commander：_____

c.c. :_____ Fire Station Date：_____

Application：Please complete the application form and send back to this office by mail or fax for necessary arrangement.