

Prescribed Forms of Declaration

Form 1

(For the purposes of section 47 or 48 of the Copyright Ordinance
(Cap. 528))

To: The Librarian of the

_____ (*name of the library*) of
_____ (*address*)

1. I, _____ (*name*) of _____ (*address*),
request you to make a copy of *[_____ (*particulars of article*)] *[_____ (*particulars of work of which a part is required to be supplied and particulars of that part*)] and supply the copy to me. I require the copy for the purposes of research or private study.
2. *[I have never had a copy of *[the article] *[the part of the work].]
*[I had had a copy of *[the article] *[the part of the work] but the copy has been lost, destroyed or damaged.]
3. To the best of my knowledge, my requirement for a copy of *[the article] *[the part of the work] is not related to any similar requirement for the copy of any other person.
4. I undertake that if the copy is supplied to me in compliance with the request made above, I will not use it except only for the purposes of research or private study.
5. I undertake that if the copy is supplied to me in compliance with the request made above, I will not reproduce, communicate or otherwise disseminate the copy without a licence of the copyright owner or beyond the scope of a permitted act under the Copyright Ordinance (Cap. 528).
6. I understand that a reproduction, communication or dissemination of the copy (if supplied) in breach of the undertaking made under paragraph 5 may constitute copyright infringement and incur legal liability.

Signature _____

Date _____

IMPORTANT NOTES

1. **Completing the Declaration Form is a requirement by the Copyright Ordinance. It is important that you send the completed and signed Declaration Form as soon as possible to avoid any delay in the processing of the request by the library providing the required materials.**
2. **There are two ways to send the completed and signed Declaration Form to us:**
 - a. **Scan the completed and signed Form in either PDF or JPEG format and send it to: library@cuhk.edu.hk**
 - b. **Send the original completed and signed Form to:**

User Services, University Library
The Chinese University of Hong Kong, Shatin, N.T. Hong Kong
3. The provision of personal data on this form is voluntary. The personal data provided on this form will be used for the purposes of documenting the reproduction request and in accordance with the Hong Kong Copyright Ordinance. It may be divulged to other authorised personnel from departments or institutions within or outside the CUHK Library for the same purpose. If you do not provide sufficient information, we may not be able to process your application. Under normal circumstances, personal data provided in this form is retained for a maximum of seven years from the date the form is signed. For details of the CUHK's privacy policy, please visit: <http://www.cuhk.edu.hk/english/privacy.html>.
4. More details about the Copyright Ordinance: <https://www.elegislation.gov.hk/hk/cap528>