

Trade and Industry Department
 Trade and Industry Department Tower
 700 Nathan Road
 Kowloon (Fax : 2398 9973)

Dear Sirs,

Company/Plant Visits

My company is interested in receiving students and/or industry practitioners for company/plant visits. Details as follows:

| Part I: Details of Company/Plant Visits | | | | |
|--|---------------------------------|--------------------------------------|---|-------------------------------|
| (a) | Preferred visitors | <input type="checkbox"/> Students | <input type="checkbox"/> Industry practitioners | <input type="checkbox"/> Both |
| (a) | Preferred timing | <input type="checkbox"/> Weekdays | <input type="checkbox"/> AM | <input type="checkbox"/> PM |
| | | <input type="checkbox"/> Weekends | <input type="checkbox"/> AM | <input type="checkbox"/> PM |
| | | In the month(s) of _____ | | |
| (b) | Frequency | <input type="checkbox"/> Monthly | <input type="checkbox"/> Quarterly | |
| | | <input type="checkbox"/> Half-yearly | <input type="checkbox"/> Annually | |
| (c) | Location of company/plant _____ | | | |
| (d) | No. of visitors per visit _____ | | | |

Part II: Company Particulars

- (a) Name of company : _____
- (b) Nature of business : _____
- (c) Address : _____
- (d) Telephone and Fax No. : (Tel) _____ (Fax) _____
- (e) Contact person for visits: _____

| | | |
|---|----------------------------------|------------------------------------|
| Signature of responsible person and Business Chop | (Position of responsible person) | (Name in Full and in Block Letter) |
| | | Date : _____ |