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申請人應仔細校對印刷稿，然後填寫回條及簽署作實；並根據回條上的指示，在指定限期前將印刷稿連同所需費用交回政府物流服務署。稿件祇供校對一次。

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The Government of Hong Kong Special Administrative Region Gazette is normally published on Friday. For publication of a public notice in the Gazette, the application form GLD 18 together with relevant documents must reach the Printing Division, Government Logistics Department not later than 4.00 p.m. on Monday in the same week. If any one day from Monday to Friday of the week is a general holiday, the application must reach the Printing Division not later than 4.00 p.m. on Friday of the previous week. If there are two or more general holidays in the week, the closing date will be announced in Gazette Supplement No. 6 and on the Gazette website (<http://www.gld.gov.hk/egazette>) three weeks prior to the holidays.

Application form GLD 18 is available for downloading from the Government Logistics Department website (<http://www.gld.gov.hk/index.html>) and also obtainable from the Printing Division (2564 9570). It is acceptable for application to be submitted in company letterhead but all the information as required in application form GLD 18 must be provided.

Application form GLD 18 together with relevant documents may be sent to the Printing Division by one of the three means, viz. email, fax or by hand. The email, fax and the front of the envelope should be clearly marked 'GAZETTE DRAFT' for facilitating the processing of the application. Application for the same public notice should not be sent by all the above three means, otherwise all of them will be treated as separate applications. The public notice submitted for publication in the Gazette must be ensured accurate and is in its final form.

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Applicant should check the proof carefully and sign the proof slip for approval; and by following the instructions in the proof slip, return the proof with the necessary fee to the Government Logistics Department before the specified deadline. Only one proof will be provided for proofreading.

Any proof not returned before the deadline as specified in the proof slip will be treated as withdrawal of application, but applicant will still be required to pay the full fee. Fees for publication of public notices are listed on the inside front cover of the Gazette Supplement No. 6 and on the Government Logistics Department website. Payment does not include any fee charged by other Government departments including the Intellectual Property Department and the Companies Registry.

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The Director of Government Logistics reserves the right to reject public notices which are considered not suitable for publication.

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