



食物環境衛生署
Food and Environmental Hygiene Department

其他行業牌照申請書
APPLICATION FOR OTHER TRADE LICENCES

致：助理秘書(其他牌照)
港島及離島區／九龍區／新界區*牌照組
食物環境衛生署

To: Assistant Secretary (Other Licences)
Hong Kong and Islands/Kowloon/New Territories* Licensing Section
Food and Environmental Hygiene Department

本人欲申請
I intend to apply for a

(請只選擇右列其中一項)

(Please choose only one item on
the right)

- 商業浴室牌照 Commercial Bathhouse Licence
 殯儀館牌照 Funeral Parlour Licence
 厭惡性行業牌照 Offensive Trade Licence
 屠房牌照 Slaughterhouse Licence
 泳池牌照 Swimming Pool Licence
 殮葬商牌照 Undertaker's Licence

申請資料

Particulars of Application

(倘以公司名義提出申請，你只須填寫本申請書第1項、第3項及第6項起的以後項目及附錄)
(If application is made in the name of a corporation, you only need to complete items 1, 3 and 6 onwards
and the **Appendix**.)

(1) 申請人姓名／公司名稱：(中文) _____ (英文正楷) _____ (先生／女士*)
Name of applicant/corporation (Chinese) (English in BLOCK letters) (Mr./Ms.*)

(2) 香港身分證／護照*號碼：_____
Hong Kong Identity Card/Passport* No.

(3) 通訊住址：_____
Correspondence address

(4) 電話號碼：_____ 傳真號碼：_____
Tel. No. Fax No.

* 請刪去不適用者。 Please delete where appropriate.

請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

- (5) 申請牌照的處所地址：
Address of premises under application

室／鋪 _____ 樓 _____ 座 _____
Flat/Rm/Shop _____ Floor _____ Block _____

大廈 _____
Building _____

屋邨／鄉村 _____
Estate/Village _____

街道名稱及號碼 _____
No. and Name of Road/Street _____

如涉及多於一條 _____
街道,請詳述(if more than one road/street is involved, please specify)

地區 _____ 地段號碼(如適用) _____
District _____ Lot Number (if any) _____

香港 九龍 新界
HK Kln NT

- (6) 擬開設店鋪的名稱 (如適用) : (中文) _____ (英文) _____
Shop sign of the proposed business (if any) (Chinese) (English)

- (7) 處所內擬裝設的空氣調節系統類型及產地 : _____
Type and country of manufacture of air-conditioning system intended to be installed in the premises

- (8) 現夾附擬議設計圖則一式 _____ 份
_____ copies of the proposed layout plans are enclosed

- (9) 請參閱附件以提供附加資料
Please see the Annexes for additional information to be provided

泳池牌照申請 (見附件I)
For application of Swimming Pool Licence (See Annex I)

厭惡性行業牌照申請 (見附件II)
For application of Offensive Trade Licence (See Annex II)

- (10) 本人以中文／英文 * 為日後的通訊語言。
I would use Chinese/English * for my future correspondence.

* 請刪去不適用者。 Please delete where appropriate.

請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

日期 (日/月/年)
Date (dd/mm/yyyy)

申請人簽署
Signature of applicant

備註：請參閱夾附的申請人須知。

Note : A copy of **Notice to Applicant** is enclosed for your reference.

書面陳述
Statement in Writing

只供申請泳池牌照使用
For application of Swimming Pool Licence only

本人申明
I declare

(a) 泳池池水的來源： _____
Source of the water with which the pool will be filled

(b) 所設濾水或淨化裝置的類型及濾水或淨化量： _____
Type and capacity of any filtration or purification plant which is provided

(如有需要，請另紙繼續填寫)
(Continue on separate sheet if necessary)

(c) 用以鋪設泳池內部表面的物料，以及用以鋪設毗連泳池邊的行人通道及站立地方的物料：
Material used for surfacing the internal surfaces of the pool and any sidewalk or standing space
immediately adjoining the rim of the pool

(如有需要，請另紙繼續填寫)
(Continue on separate sheet if necessary)

日期 (日/月/年)
Date (dd/mm/yyyy)

申請人簽署
Signature of applicant

書面陳述
Statement in Writing

只供申請厭惡性行業牌照使用
For application of Offensive Trade Licence only

本人申明
I declare

- (a) 經營厭惡性行業的處所的描述：
Description of the premises where the offensive trade is carried out

- (b) 申請有關厭惡性行業的細節：
Details of the offensive trade in relation to which the application is made

(如有需要，請另紙繼續填寫)
(Continue on separate sheet if necessary)

日期 (日/月/年)
Date (dd/mm/yyyy)

申請人簽署
Signature of applicant



牌照申請書
APPLICATION FOR LICENCE

(簽發予以公司名義申請者)
(TO BE ISSUED IN THE NAME OF A CORPORATION)

致：助理秘書(其他牌照)
港島及離島區／九龍區／新界區*牌照組
食物環境衛生署

To: **Assistant Secretary (Other Licences)**
Hong Kong and Islands/Kowloon/New Territories* Licensing Section
Food and Environmental Hygiene Department

本人欲代表下述公司申請
I intend to apply for and on behalf of
the corporation mentioned below for a

(請只選擇右列其中一項)

(Please choose only one item on the
right)

- 商業浴室牌照 Commercial Bathhouse Licence
- 殯儀館牌照 Funeral Parlour Licence
- 厭惡性行業牌照 Offensive Trade Licence
- 屠房牌照 Slaughterhouse Licence
- 泳池牌照 Swimming Pool Licence
- 殮葬商牌照 Undertaker's Licence

申請牌照的處所地址：

Address of premises under application

室／鋪 _____ 樓 _____ 座 _____
Flat/Rm/Shop _____ Floor _____ Block _____

大廈 _____
Building _____

屋邨／鄉村 _____
Estate/Village _____

街道名稱及號碼 _____
No. and Name of Road/Street _____

如涉及多於一條 _____
街道,請詳述(if more than one road/street is involved, please specify) _____

地區 _____ 地段號碼(如適用) _____
District _____ Lot Number (if any) _____

- 香港 HK
- 九龍 Kln
- 新界 NT

請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

(甲) 公司資料

(A) Particulars of the Corporation

- (1) 公司名稱：(中文) _____ (英文) _____
Name of corporation (Chinese) (English)
- (2) 公司註冊號碼： _____
Company Registration No.
- (3) 公司註冊地址： _____
Address of registered office
_____ 電話號碼： _____
Tel. No.
- (4) 執行董事姓名：(中文) _____ (英文正楷) _____ (先生/女士*)
Name of managing director (Chinese) (English in BLOCK letters) (Mr./Ms.*)
住址： _____
Residential address
_____ 電話號碼： _____
Tel. No.

(乙) 獲授權代表資料

(B) Particulars of the Authorized Person

- (1) 獲授權代表姓名：(中文) _____ (英文正楷) _____ (先生/女士*)
Name of authorized representative (Chinese) (English in BLOCK letters) (Mr./Ms.*)
- (2) 獲授權代表在公司擔任的職位： _____
Position of authorized representative in the corporation
- (3) 香港身分證/護照*號碼： _____
Hong Kong Identity Card/Passport* No.
- (4) 住址： _____
Residential address

- (5) 電話號碼： _____ 傳真號碼： _____
Tel. No. Fax No.

* 請刪去不適用者。 Please delete where appropriate.

日期 (日/月/年)
Date (dd/mm/yyyy)

獲授權代表簽署
Signature of authorized representative
(代表申請的公司)
(for and on behalf of the applying corporation)

公司印章
Company chop

申請人須知 NOTICE TO APPLICANT

- (1) 申請書須連同有關處所的擬議設計圖則一式三份一併遞交。該圖則須以十進制單位及常用比例繪製，而比例不得少於1:100；但屬下列情況，則須按以下規定辦理：

The application must be accompanied by 3 copies of identical proposed layout plans of the premises, drawn in metric unit and in scale commonly used of not less than 1:100 except that :

- (a) 有關厭惡性行業牌照的申請，所須遞交的擬議設計圖則為一式九份；及
For application of an Offensive Trade Licence, 9 copies of proposed layout plans are required; and
- (b) 有關殮葬商牌照的申請，並不需要遞交任何擬議設計圖則。
For application of an Undertaker's Licence, no proposed layout plans are required.

- (2) 如若以公司名義申請，必須遞交下列文件，以支持有關的申請：

The following documents have to be submitted in support of the application in the name of a corporation :

- (a) 根據《公司條例》（第32章）的規定而取得公司註冊證書副本，並由公司註冊處處長證實其為認證副本；或任何其他可證實該公司法人身分的文件；
a copy of Certificate of Incorporation under the Companies Ordinance (Cap. 32) certified as true copy by the Registrar of Companies; or any other document to establish the legal entity of the corporation;
 - (b) 公司的註冊辦事處通知書副本，並由公司註冊處處長證實其為認證副本；
a copy of Notice of Situation of the Registered Office certified as true copy by the Registrar of Companies;
 - (c) 公司最新近的週年申報表的副本，並由公司註冊處處長證實其為認證副本（新公司在其成立為法團的年度內，請提交法團成立表格副本，並由公司註冊處處長證實其為認證副本）；
a copy of the latest Annual Return certified as true copy by the Registrar of Companies (For new company in the year of its incorporation, please submit a copy of Incorporation Form certified as true copy by the Registrar of Companies.);
 - (d) 由該公司董事會通過的書面決議，授權一名人士代表該公司處理與發牌當局牌照申請事宜；
a resolution in writing passed by the Board of Directors to authorize a person to act on behalf of the corporation to deal with licensing matters with the licensing authority;
 - (e) 該名授權代表所簽署的接納授權通知書；
Notice of Acceptance of the Authorization signed by the authorized representative;
 - (f) 該公司的組織大綱及細則副本；及
a copy of the Memorandum and Articles of Association of the corporation; and
 - (g) 該公司的商業登記證副本。
a copy of Business Registration Certificate for the corporation.
- (3) 按照《公共衛生及市政條例》（第132章）第125(8)條的規定，食物環境衛生署署長若決定拒絕你有關批出或續發牌照、許可證或登記的申請，必須以書面給予通知。假如你對署長的決定感到不滿，可根據該條例第125(9)條的規定，在宣布有關決定的通知書送達給你後的14天內，向牌照上訴委員會提出上訴。
Pursuant to Section 125(8) of the Public Health and Municipal Services Ordinance (Cap. 132), the Director of Food and Environmental Hygiene shall inform you in writing of any decision made to reject your application for the grant or renewal of licence, permit or registration. If you are dissatisfied with the decision made by the Director, you may within 14 days after the service on you of the notice declaring the decision appeal to the Licensing Appeals Board in accordance with Section 125(9) of the Ordinance.

關於申請食物業及其他行業牌照所填報的個人資料
Collection of Personal Data in Connection with
Application for Food Business and Other Trade Licences
[按照《個人資料（私隱）條例》的規定處理]
(In accordance with the Personal Data (Privacy) Ordinance)

目的說明
Statement of Purpose

1. 收集資料的目的
Purposes of Collection

你透過本申請表格所提供的個人資料，會供發牌當局用於下述的目的：
The personal data provided by means of this form will be used by the Licensing Authority for :

- (1) 處理向發牌當局提交的新簽發／轉讓／續發食物業及其他行業牌照／許可證申請的相關事宜；
carrying out activities relating to the applications for the grant/transfer/renewal of food business and other trade licences/permits made to the Licensing Authority;
- (2) 處理向發牌當局提交的新簽發／轉讓／續發酒牌及會所酒牌申請的相關事宜，其中包括按照酒牌局指定的辦法張貼告示，或列出申請的有關細節，以徵詢公眾意見；
carrying out activities relating to the applications for the grant/transfer/renewal of liquor licences and club liquor licences made to the Licensing Authority. These may include posting of public notices in such manner as determined by the Liquor Licensing Board and setting out the particulars of the application for public consultation;
- (3) 方便發牌當局職員、其他政府部門的職員與你之間的聯絡；以及
facilitating communication among staff of the Licensing Authority, other Government departments and yourself;
and
- (4) 按照《食物安全條例》(第612章)的規定披露給食物環境衛生署（食環署）轄下的食物安全中心。
disclosing to the Centre for Food Safety of the Food and Environmental Hygiene Department (FEHD) in accordance with the provisions of the Food Safety Ordinance (Cap. 612).

你透過本申請表格提供個人資料，純屬自願。不過，如你不提供充分的資料，則食環署恐怕不能處理你的牌照／許可證申請。

The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, FEHD may not be able to process your application for licences/permits.

2. 接受資料轉介人的類別
Class of Transferees

食環署可能會向其他政府部門及機構披露你透過本申請表格所提供的資料，以達到上文第1段所述的目的。
The personal data which you have provided by means of this form may be disclosed to other Government departments and agencies in pursuance of the purposes mentioned in paragraph 1 above.

3. 查閱個人資料
Access to Personal Data

根據《個人資料(私隱)條例》第18條、第22條及附表1第6原則的規定，你有權要求查閱及改正所提供的個人資料。查閱的權利包括有權索取本申請表格所提供的個人資料的複本一份。食環署應查閱要求而提供資料時，可能徵收費用。

You have a right to request access to and correction of the personal data provided in accordance with sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data which you have provided by means of this form. A fee may be imposed for complying with a data access request.

4. 查詢

Enquiries

如對牌照申請有任何疑問，包括對本申請表格收集的個人資料有任何查詢，可向下述牌照組辦事處主管提出。

Enquiries concerning the application for licence, including the personal data collected by means of this form, should be addressed to the officer in charge of the below Licensing Offices.

港島及離島區

香港灣仔軒尼詩道225號
駱克道市政大廈8字樓
港島及離島區牌照組
牌照組助理秘書
電話號碼：2879 5712

Hong Kong & Islands

Assistant Secretary, Licensing Office
Hong Kong & Islands Licensing Office,
8/F, Lockhart Road Municipal Services Building,
225 Hennessy Road,
Wan Chai, Hong Kong
Tel. No.: 2879 5712

九龍區

九龍深水埗基隆街333號
北河街市政大廈4字樓
九龍區牌照組
牌照組助理秘書
電話號碼：2729 1293

Kowloon

Assistant Secretary, Licensing Office
Kowloon Licensing Office,
4/F, Pei Ho Street Municipal Services Building,
333 Ki Lung Street,
Sham Shui Po, Kowloon
Tel. No.: 2729 1293

新界區

新界大埔鄉事會街8號
大埔綜合大樓4字樓
新界區牌照組
牌照組助理秘書
電話號碼：3183 9234

New Territories

Assistant Secretary, Licensing Office
New Territories Licensing Office,
4/F, Tai Po Complex, 8 Heung Sze Wui Street,
Tai Po, New Territories
Tel. No.: 3183 9234