

**酒牌局**  
**LIQUOR LICENSING BOARD**  
**申請首次簽發會社酒牌**  
**《應課稅品條例》(第109章)《應課稅品(酒類)規例》**  
**APPLICATION FOR NEW ISSUE OF A CLUB LIQUOR LICENCE**  
**DUTIABLE COMMODITIES ORDINANCE (CAP. 109)**  
**DUTIABLE COMMODITIES (LIQUOR) REGULATIONS**

**重要事項：**  
**IMPORTANT**

1. 《應課稅品條例》(第109章)第17(3B)條規定：

“如規例規定除非按訂明牌照或許可證的授權，否則禁止售賣或供應任何酒類，則任何人除非按該牌照或許可證的授權並按照其條款的規定，否則不得售賣、為售賣而宣傳或展示、供應或為售賣或供應而管有該等酒類。”

Section 17(3B) of the Dutiable Commodities Ordinance (Cap. 109) states:

Where regulations prohibit the sale or supply of any liquor except on the authority of a prescribed licence or permit, no person shall sell, or advertise or expose for sale, or supply, or possess for sale or supply, such liquor except on the authority of such a licence or permit and in accordance with the terms thereof.

2. 《應課稅品條例》(第109章)第36(1)條規定：

“任何人不得作出任何不完整的陳述、申報或聲明或提供任何不正確的資料(不論該陳述、申報、聲明或資料採用何種形式)，或在為本條例的施行或為根據本條例發出的任何牌照或許可證而擬備或提供的任何文件中，作出不正確的描述或供給不正確的資料。”

Section 36(1) of the Dutiable Commodities Ordinance (Cap. 109) states:

No person shall make any incomplete statement or declaration or furnish any incorrect information, however made or furnished, or apply any incorrect description or supply any incorrect particulars in any document made or furnished for the purposes of this Ordinance or for any licence or permit to be issued under this Ordinance.

3. 最高刑罰：任何人經簡易訴訟程序審訊定罪，可被判處罰款100萬元及監禁兩年。

Maximum Penalty : On summary conviction, a fine of \$1,000,000 and imprisonment for 2 years.

4. 酒牌局根據《應課稅品(酒類)規例》(第109章，附屬法例B)第15(2)條的規定，要求你詳細回答以下所有問題，以支持你提出的會社酒牌申請。

Pursuant to Regulation 15(2) of the Dutiable Commodities (Liquor) Regulations (Cap. 109, sub. leg. B), the Liquor Licensing Board requires that you should furnish the following particulars in support of the application for new issue of a club liquor licence.

5. 申請表的擬議持牌人須為會社秘書或其他獲會社為該目的而指定的人。

The proposed licence holder referred to in this application form shall be the club secretary or other person nominated by the club.

6. 倘未有足夠空位填寫答案，請另用白紙繕寫。如未能提供足夠資料，可能令處理這宗申請的工作有所延誤。

If insufficient space is available for your answer, please continue on a blank sheet of paper. Failure to provide sufficient information may result in delay in processing your application.

## 申請人填寫部份 TO BE COMPLETED BY APPLICANT

1. 本人 \_\_\_\_\_ ( \_\_\_\_\_ ) 是該會社秘書，現申請下述處所的會社酒牌 –  
I, \_\_\_\_\_ (申請人中文姓名) \_\_\_\_\_ (English Name of Applicant, Surname First) being the club secretary hereby apply for a club liquor licence in respect of the following premises -

會社名稱： \_\_\_\_\_  
(中文) (Chinese)

Name of Club \_\_\_\_\_  
(英文) (English)

2. (a) 會社中文地址： \_\_\_\_\_  
(地域及地區，街道名稱，門牌／地段號碼，大廈／村或屋邨名稱，座，樓數／樓層，室／房／店鋪)

\_\_\_\_\_ (如涉及多於一條街道，請詳述)

\_\_\_\_\_

- (b) English Address of the Club \_\_\_\_\_  
(Flat/Room/Shop, Floor/Level, Block, Building Name/Name of Estate or Village, Building No./Lot No., Street Name, District and Region)

\_\_\_\_\_ (If more than one road/street is involved, please specify)

\_\_\_\_\_

3. 電話號碼： (a) 辦公室： \_\_\_\_\_ (b) 手提： \_\_\_\_\_  
Tel. No. Office Mobile

4. (a) 傳真號碼： \_\_\_\_\_ (b) 電郵地址： \_\_\_\_\_ @ \_\_\_\_\_  
Fax No. Email Address

5. 擬議持牌人姓名： \_\_\_\_\_ ( \_\_\_\_\_ )  
Name of proposed licence holder (中文姓名) (English Name, Surname First)

\_\_\_\_\_  
日期  
Date

\_\_\_\_\_  
會社秘書簽署  
Signature of Club Secretary

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

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

## 擬議持牌人填寫部份 TO BE COMPLETED BY PROPOSED LICENCE HOLDER

### A. 與處所有關的資料 INFORMATION RELATING TO THE PREMISES

1. 開設會社的該幢建築物是作甚麼用途？ What is the use of the building in which the club is located?

住宅及商業兩用 Mixed residential and commercial uses

全部作商業用途 Wholly commercial use

其他用途，請提供詳情： \_\_\_\_\_  
Other use, please give details

2. 該會社設有專用出入口／與建築物內其他部分共用一個出入口\*。

The club has independent access / shared access with the other portion of the building \*.

3. 處所面積(按照室內樓面面積計算)： \_\_\_\_\_ 平方米

Size of premises (by reference to floor area inside the premises) m<sup>2</sup>

4. 申領會社酒牌的處所已領有或正在申領民政事務局局长簽發的有效的合格證明書？

Is a valid Certificate of Compliance issued by the Secretary for Home Affairs obtained / being applied for the premises under application for club liquor licence?

已領有  
Issued

正在申領  
Being Applied

合格證明書的號碼／申領合格證明書的申請編號： \_\_\_\_\_ C/

The Certificate of Compliance number / Application number for the Certificate of Compliance

持有人／申請人姓名： \_\_\_\_\_

Name of holder / applicant for the Certificate of Compliance

### B. 擬議持牌人的個人資料 PERSONAL INFORMATION OF PROPOSED LICENCE HOLDER

5. 姓名(中文)： \_\_\_\_\_ (先生／女士\*)

Name (English) (Mr./Ms.\*) \_\_\_\_\_

6. 香港身分證號碼： \_\_\_\_\_ ( )

HKID Card No.

7. 出生日期： \_\_\_\_\_

Date of Birth (日 Day / 月 Month / 年 Year)

7. 住址：  
Residential Address

(地域及地區，街道名稱，門牌／地段號碼，大廈／村或屋邨名稱，座，樓數／樓層，室／房／店鋪)  
(Flat/Room/Shop, Floor/Level, Block, Building Name/Name of Estate or Village, Building No./Lot No., Street Name, District and Region)

8. 通訊地址：  
Correspondence Address

與住址相同  
same as residential address

與處所地址相同  
same as premises address

(如與住址或處所地址不同，請說明)：  
(If different from the residential address or premises address, please specify)

(地域及地區，街道名稱，門牌／地段號碼，大廈／村或屋邨名稱，座，樓數／樓層，室／房／店鋪)  
(Flat/Room/Shop, Floor/Level, Block, Building Name/Name of Estate or Village, Building No./Lot No., Street Name, District and Region)

9. 電話號碼： (a) 辦公室：\_\_\_\_\_ (b) 手提：\_\_\_\_\_  
Tel. No. Office Mobile

10. (a) 傳真號碼：\_\_\_\_\_ (b) 電郵地址：\_\_\_\_\_ @ \_\_\_\_\_  
Fax No. Email Address

11. 你在會社擔任的職位：\_\_\_\_\_  
The position you hold in the club

12. 請提供你以往在售賣及供應酒類方面的經驗的全部詳情：  
Please provide in full detail your previous experience in connection with the sale and supply of liquor

有關售賣及供應酒類處所的地址 Address of Liquor-selling/supplying Premises Concerned	工作時段(年份) Period of Employment (year)	工作性質 Position of Employment
	-	
	-	
	-	
	-	

13. 你目前持有以下哪種牌照?

What licence(s) below do you hold at present?

公眾娛樂場所牌照  
Places of Public  
Entertainment Licence

如有，請列明  
If yes, please state  
(a) 店名 Shop Sign

---

(b) 處所地址 Premises Address

---

---

---

---

卡拉OK場所許可證/  
卡拉OK場所牌照  
Karaoke Establishment  
Permit/Licence

如有，請列明  
If yes, please state  
(a) 店名 Shop Sign

---

(b) 處所地址 Premises Address

---

---

---

---

按摩院牌照  
Massage Establishment  
Licence

如有，請列明  
If yes, please state  
(a) 店名 Shop Sign

---

(b) 處所地址 Premises Address

---

---

---

---

14. 你以前曾持有以下哪種牌照？(如你曾多次持有以下牌照，請只提供最近兩次的資料。)

What licence(s) below have you ever held previously?

(If you have ever held the following licences for many times, please provide information related to the latest two times.)

請列明有關時段 (年份)

Please state the period (year)

公眾娛樂場所牌照

Places of Public

Entertainment Licence

		-		
Y	Y		Y	Y

店名 Shop Sign

處所地址 Premises Address

		-		
Y	Y		Y	Y

店名 Shop Sign

處所地址 Premises Address

卡拉OK場所許可證／

卡拉OK場所牌照

Karaoke Establishment

Permit/Licence

		-		
Y	Y		Y	Y

店名 Shop Sign

處所地址 Premises Address

		-		
Y	Y		Y	Y

店名 Shop Sign

處所地址 Premises Address

按摩院牌照

Massage Establishment  
Licence

			-		
Y	Y			Y	Y

店名 Shop Sign

---

處所地址 Premises Address

---



---



---



---

			-		
Y	Y			Y	Y

店名 Shop Sign

---

處所地址 Premises Address

---



---



---



---

15. 你曾否因犯刑事案而在香港或其他地方被定罪？

Have you ever been convicted of any criminal offence in Hong Kong or elsewhere?

有，請提供詳情（如多於四項，請另頁填報）：

Yes, please give details of convictions (Please provide on separate sheet if more than 4 items)

被判罪行 Convicted Offence	定罪日期 Date of Conviction	刑罰性質及罰款 Nature of Punishments and Fine

否  
No

16. 你曾否因違反與售酒有關的法例而被定罪？

Have you ever been convicted of any offence relating to liquor selling?

有，請提供詳情（如多於四項，請另頁填報）：

Yes, please give details of convictions (Please provide on separate sheet if more than 4 items)

被判罪行 Convicted Offence	定罪日期 Date of Conviction	刑罰性質及罰款 Nature of Punishments and Fine

否  
No

### C. 與管理有關的資料 INFORMATION RELATING TO MANAGEMENT

17. 你以下列哪一種身分申領牌照？

In what capacity are you applying for a licence?

獨資經營人  
Sole Proprietor

合夥人 請提供其他合夥人的中英文姓名和香港身分證號碼：  
Partner Please provide name (in English and Chinese) and HKID Card No. of other partner(s)

---

---

有限公司董事 請提供其他董事的中英文姓名和香港身分證號碼：  
Director of a Limited Company Please provide name (in English and Chinese) and HKID Card No. of other director(s)

---

---

僱員 請提供受僱職位：  
Employee Please state employment position

---

---

並請提供所有僱主的中英文姓名和香港身分證號碼(如申領會社酒牌之處所的擁有人是一間有限公司，請提供董事名單)：

and provide name (in English and Chinese) and HKID Card No. of (all) your employer(s). (If the owner of the establishment under application for a club liquor licence is a limited company, please provide a list of the director(s))

---

---

其他，請說明：  
Others, please specify

18. (a) 你的當值時間(以24小時格式填寫)是： 由：   :   至：   :    
Your duty hours (in 24-hour format) are From To

由：   :   至：   :    
From To

(b) 你的每週例假是： \_\_\_\_\_  
Your weekly day-off is

19. 你會否委任指定的人？(在填寫此項時，請參閱“附註”第1項。)  
Will any nominee be appointed? (Please refer to item 1 at the "Notes" when filling this item)

會，該名指定的人的全部詳情(中英文姓名和香港身分證號碼)：  
Yes, nominee's full particulars (Name in English and Chinese and HKID Card No.)  
\_\_\_\_\_  
\_\_\_\_\_

否  
No

#### D. 與會社有關的資料 INFORMATION RELATING TO THE CLUB

20. (a) 擁有會社的人的姓名／商業機構的名稱： \_\_\_\_\_  
Name of person(s) / business organisation owning the club \_\_\_\_\_

(b) 商業登記號碼(倘該會社是由商業機構擁有)： \_\_\_\_\_  
Business Registration No. (if the club is owned by a business organisation)

21. 如會社舉行卡拉OK或跳舞活動，請回答此問題 -  
Please answer this question if the club provides dancing or karaoke activities

(a) 你是否打算聘請女招待／女招待領班／舞伴／舞蹈導師？  
Do you intend to employ hostesses / hostess leaders / dancing partners / dancing instructors?

是 你是否已申請公共舞廳牌照？  是  否  
Yes Have you applied for a Public Dance Hall Licence? Yes No

否  
No

(b) 你是否打算聘請卡拉OK女侍應／女公關／女伴唱？  
Do you intend to employ female karaoke attendants/female public relation officers/female guest relation officers?

是，請列明擬聘請人數： \_\_\_\_\_  
Yes, please state the exact number of persons to be employed

否  
No

請以24小時格式填寫 Please state in 24-hour format

22. 該會社的營業時間為：  
The opening hours of the club are

由：   :   至：   :    
From To

由：   :   至：   :    
From To

23. 會社的供應酒類時間是：  
The liquor supplying hours of the club are
- 由：   :   至：   :    
From To
- 由：   :   至：   :    
From To
24. 會社預期最繁忙的營業時間是：  
The expected peak business hours of the club are
- 由：   :   至：   :    
From To
- 由：   :   至：   :    
From To

25. 該會社是否會設有酒吧櫃檯？ Whether there be a bar counter on the premises?

是  
Yes

否  
No

26. 總共擬招收多少會員？

What is the intended total number of membership? \_\_\_\_\_

27. 該會社的目標及宗旨為何？

What are the aims and objects of the club?

\_\_\_\_\_

\_\_\_\_\_

28. 簡述加入該會社的手續：

State briefly the procedure for joining the club:

\_\_\_\_\_

\_\_\_\_\_

本人證明上述各項答覆，都是本人按照所知及所信，據實填報，本人亦明白如作出任何不完整的陳述或聲明、或提供任何不正確資料，本人可能會被當局循簡易訴訟程序審訊，而一經定罪，可被判處罰款100萬元及監禁兩年。

I certify that the answers given above are true to the best of my knowledge and belief and understand that if there is any incomplete statement or declaration or any incorrect information, I shall be liable to summary conviction of a fine of \$1,000,000 and to imprisonment for 2 years.

此外，本人明白，倘本人未能履行持牌人一職，酒牌局可以運用權力以處理有關會社酒牌，包括將會社酒牌撤銷。

Besides, I understand that if I fail to discharge the duties of a licence holder, the Liquor Licensing Board may exercise its power to process the club liquor licence, including revocation of the club liquor licence .

本人同意所有政府部門向酒牌局提供該部門持有有關本人的個人資料，供酒牌局處理本人向酒牌局遞交的會社酒牌申請，以及用於與上述申請有直接關係的用途。

I hereby give consent to all Government Departments to provide my personal data kept by the Departments to the Liquor Licensing Board for the purpose of, or any purpose directly related to, the handling of my application for the new issue of club liquor licence made to the Liquor Licensing Board.

\_\_\_\_\_  
日期  
Date

\_\_\_\_\_  
擬議持牌人簽署  
Signature of Proposed Licence Holder

## 擬議持牌人的諮詢人 REFERENCES FOR PROPOSED LICENCE HOLDER

我等為下述簽署人，在上述申請日期之前已在香港居住滿十年，並無直接或間接售賣酒類予擬議持牌人。茲證明上述擬議持牌人聲譽良好，適宜持有酒牌。

We, the undersigned, having resided in Hong Kong during the whole of the ten years immediately preceding the date of this application, and being in no way directly or indirectly connected with the sale of liquor to the proposed licence holder, certify that the proposed licence holder is a person of good fame and reputation and fit and proper to hold a liquor licence.

1. 姓名(中文)： \_\_\_\_\_ (先生/女士\*)

Name (English) (Mr./Ms.\*) \_\_\_\_\_

香港身分證號碼： \_\_\_\_\_ ( )

HKID Card No.

住址： \_\_\_\_\_

Residential Address

電話號碼： \_\_\_\_\_

Tel. No.

本人認識擬議持牌人的時間有： \_\_\_\_\_ 年 \_\_\_\_\_ 月

I have known the proposed licence holder for a period of \_\_\_\_\_ years \_\_\_\_\_ months

日期

Date

諮詢人簽署

Signature of Referee

2. 姓名(中文)： \_\_\_\_\_ (先生/女士\*)

Name (English) (Mr./Ms.\*) \_\_\_\_\_

香港身分證號碼： \_\_\_\_\_ ( )

HKID Card No.

住址： \_\_\_\_\_

Residential Address

電話號碼： \_\_\_\_\_

Tel. No.

本人認識擬議持牌人的時間有： \_\_\_\_\_ 年 \_\_\_\_\_ 月

I have known the proposed licence holder for a period of \_\_\_\_\_ years \_\_\_\_\_ months

日期

Date

諮詢人簽署

Signature of Referee

## 附註 NOTES

1. 當酒牌持有人(以僱員身分)去世、離職或申請取消會社酒牌時，如指定的人被獲指派為該處所新簽發會社酒牌的申請人，則有助縮減處理申請的時間。

In case the liquor licence holder (as an employee) passes away, resigns from the post or applies for cancellation of the club liquor licence, if the nominee is appointed to be the applicant for new issue of a club liquor licence in respect of the premises, it will help to speed up the application processing time.

2. 酒牌持有人在患病或暫時不在場時，須根據《應課稅品(酒類)規例》(第109章，附屬法例B)第24條向酒牌局申請授權指定的人或其他人士作為該處所的暫准牌照持有人。

In case of illness or temporary absence, the liquor licence holder is required to apply to the Liquor Licensing Board for authorising the nominee or any other person to be the provisional licence holder of the premises under Regulation 24 of the Dutiable Commodities (Liquor) Regulations (Cap. 109, sub. leg. B).

3. 酒牌持有人須遵守的「一般持牌條件」已載述於《酒牌及會社酒牌申請指南》內以供參閱。

A set of general licensing conditions which the liquor licence holder has to observe has been set out in "A Guide to Application for Liquor Licences and Club Liquor Licences" for reference.

## 申請人須知 NOTICE TO APPLICANT

1. 申請人提出申請時，須向酒牌局提交以下文件：

The following documents have to be submitted to the Liquor Licensing Board in respect of the application:

擬議持牌人的近照 (35mm x 40mm) 兩張；  
2 recent photographs (35mm x 40mm) of the proposed licence holder;

擬議持牌人的香港身分證副本一份；  
a copy of the proposed licence holder's HKID Card;

有關委任會社酒牌持有人的會議紀錄副本一份；及  
a copy of the minutes regarding the appointment of the club liquor licence holder; and

如有關會社是屬於按照《公司條例》(第32章)成立為法團的有限公司 — 會社的商業登記證副本一份。  
If the club is a limited company incorporated under the Companies Ordinance (Cap. 32) - a copy of the business registration certificate of the club.

如有關會社是屬於按照《公司條例》(第32章)註冊的有限公司所經營的牟利會社 — 該有限公司的商業登記證副本一份及該會社的分行登記證副本一份。

If the club is a proprietary club operated by a limited company incorporated under the Companies Ordinance (Cap. 32) - a copy of the business registration certificate of the limited company and the branch registration certificate of the club.

2. 在處理申請過程中，如酒牌局認為有需要其他文件或資料以支持有關申請，會要求申請人遞交有關文件或資料始安排審議。

If the Liquor Licensing Board, in the process of handling the application, considers that other documents or information is required to substantiate the related application, the applicant will be required to submit the related documents and information before deliberation to be arranged.

3. 申請人須在提交申請後，立刻安排在三份報章刊登有關其申請的啟事。

Applicant is required to make immediate arrangement to place an advertisement in 3 newspapers on submission of application.

牌照組  
Licensing Section

關於申請酒牌所填報的個人資料  
Collection of Personal Data in Connection with  
Applications for Liquor Licences  
(根據《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

酒牌局及食物環境衛生署會利用這份申請表填報的資料作以下用途：

The personal data provided by means of this form will be used by the Liquor Licensing Board and the Food and Environmental Hygiene Department for :

- (a) 處理有關向酒牌局申請新簽發／轉讓／續發／修訂酒牌及會社酒牌的事宜，其中包括按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；及

carrying out activities relating to the applications for the new issue/transfer/renewal/amendment of liquor licences and club liquor licences made to the Liquor Licensing Board. 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; and

- (b) 方便食物環境衛生署職員及其他政府部門的職員與你互相聯絡。

facilitating communication among staff of the Food and Environmental Hygiene Department, other Government departments and yourself.

填寫本申請表提供個人資料，純屬自願性質。不過，若不提供足夠資料，則本署恐怕不能處理你的牌照申請。

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

2. 獲轉授資料的機構的類別

Class of Transferees

在本申請表填報的資料可能會交給其他政府部門及機構，以達致上文第1段所載的目的。

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內第6原則的規定，你有權查閱及更改你的個人資料。查閱的權利包括有權索取此申請表內所提供的個人資料副本一份。

You have a right of access and correction with respect to personal data as provided for 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.

#### 4. 查詢

##### Enquiries

如對經由此申請表取得個人資料一事有任何疑問，包括查閱及更改資料等，可向下列人士提出：

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

##### **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  
酒牌局助理秘書  
電話號碼：2879 5779 / 2879 5728  
傳真號碼：2507 2964

##### **九龍區**

九龍深水埗基隆街333號  
北河街市政大廈4字樓  
酒牌局助理秘書  
電話號碼：2729 1126 / 2729 1237  
傳真號碼：3146 5319

##### **新界區**

新界大埔鄉事會街8號  
大埔綜合大樓4字樓  
酒牌局助理秘書  
電話號碼：3183 9255 / 3183 9220  
傳真號碼：2606 3350

##### **Hong Kong & Islands**

Assistant Secretary  
Liquor Licensing Board,  
8th Floor, Lockhart Road Municipal Services Building,  
225 Hennessy Road, Wanchai, Hong Kong  
Tel. No.: 2879 5779 / 2879 5728  
Fax No.: 2507 2964

##### **Kowloon**

Assistant Secretary  
Liquor Licensing Board,  
4th Floor, Pei Ho Street Municipal Services Building,  
333 Ki Lung Street, Sham Shui Po, Kowloon  
Tel. No.: 2729 1126 / 2729 1237  
Fax No.: 3146 5319

##### **New Territories**

Assistant Secretary  
Liquor Licensing Board,  
4th Floor, Tai Po Complex,  
No. 8, Heung Sze Wui Street,  
Tai Po, New Territories  
Tel. No.: 3183 9255 / 3183 9220  
Fax No.: 2606 3350