

衛生經理／衛生督導員委任書
Nomination of Hygiene Manager/Hygiene Supervisor

(填寫前請參閱附連的填寫須知)

(Please read the Note for Completion attached before completion)

致： 食物環境衛生署署長
To: Director of Food and Environmental Hygiene

甲部 (由持牌人／牌照申請人填寫)
Part A (To be filled by Licensee/Licence Applicant)

持牌人／牌照申請人資料
Particulars of Licensee/Licence Applicant

- 持牌人／牌照申請人*姓名： (中文) _____ (英文) _____ 先生／女士*
Name of Licensee/Licence Applicant* (Chinese) (English) Mr./Ms.*
- 香港身分證號碼／護照號碼*： _____ ()
Hong Kong Identity Card No./Passport No.*
- 本人欲就下述處所 (可以填寫多於一個食物業處所，詳情請參閱「**填寫須知 (1)**」) 委任全職衛生經理／衛生督導員。
I wish to nominate in respect of the premises mentioned below which can be more than one (please refer to “**Note for Completion (1)**” for details) a full-time Hygiene Manager/Hygiene Supervisor.

處所資料
Particulars of Premises

- 處所 (一)
Premises (1)
 - 店鋪名稱： _____
Shop Sign
 - 牌照類別： _____ 牌照／申請牌照*檔案編號： _____
Type of Licence Licence/Licence Application *File Reference No.
 - 地址： 室／鋪 _____ 樓 _____ 座 _____
Address Flat/Room/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 involving more than one road/street, 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
 - 電話號碼： _____ 傳真號碼： _____
Tel. No. Fax No.

4(e) 本人欲就上述處所委任全職的： 衛生經理 衛生督導員
I wish to nominate above mentioned premises a full-time: Hygiene Manager Hygiene Supervisor

4(f) 這是首次提交委任書。 現提交增補委任書，以前所委任的人士仍然在任。
This is the first nomination. This nomination is made to supplement my previous nomination(s).

這委任書取代以前就右列人士的委任：_____ 先生／女士*。
This nomination is made to supersede my previous nomination of Mr./Ms.*

處所 (二) (只適用於超級市場及食物廣場)
Premises (2) (only for supermarket and food court)

4(g) 店鋪名稱：_____
Shop Sign

4(h) 牌照類別：_____ 牌照／申請牌照*檔案編號：_____
Type of Licence Licence/Licence Application *File Reference No.

4(i) 地址： 室／鋪 _____ 樓 _____ 座 _____
Address Flat/Room/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 involving more than one road/street, 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

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

4(k) 本人欲就上述處所委任全職的： 衛生經理 衛生督導員
I wish to nominate above mentioned premises a full-time: Hygiene Manager Hygiene Supervisor

4(l) 這是首次提交委任書。 現提交增補委任書，以前所委任的人士仍然在任。
This is the first nomination. This nomination is made to supplement my previous nomination(s).

這委任書取代以前就右列人士的委任：_____ 先生／女士*。
This nomination is made to supersede my previous nomination of Mr./Ms.*

處所 (三) (只適用於超級市場及食物廣場)
Premises (3) (only for supermarket and food court)

4(m) 店鋪名稱：_____
Shop Sign

4(n) 牌照類別：_____ 牌照／申請牌照*檔案編號：_____
Type of Licence Licence/Licence Application *File Reference No.

4(o) 地址： 室／鋪 _____ 樓 _____ 座 _____
Address Flat/Room/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 involving more than one road/street, 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

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

4(q) 本人欲就上述處所委任全職的： 衛生經理 衛生督導員
I wish to nominate above mentioned premises a full-time: Hygiene Manager Hygiene Supervisor

4(r) 這是首次提交委任書。 現提交增補委任書，以前所委任的人士仍然在任。
This is the first nomination. This nomination is made to supplement my previous nomination(s).

這委任書取代以前就右列人士的委任： _____ 先生／女士*。
This nomination is made to supersede my previous nomination of Mr./Ms.*

（如有需要，請用另頁填寫其他處所資料）
(Use separate sheet for particulars of other premises if required)

被委任人資料

Particulars of Nominated Person

5. 被委任人姓名：(中文) _____ (英文) _____ 先生／女士*
Name of Nominated Person : (Chinese) (English) Mr./Ms. *
6. 香港身分證號碼： _____ (_____)
Hong Kong Identity Card No.
(如沒有香港身分證，請敘明護照號碼： _____)
(Please input Passport Number if he/she does not have a Hong Kong Identity Card)

委任詳情

Particulars of Nomination

7. 工作時段： 由 _____ 至 _____ 店鋪營業時間： _____
Appointed Duty Hours from to Business Hours
8. 本人已獲被委任人告知以下事宜：
I have been informed by the nominated person of the following –
- 被委任人將會只在上述處所擔任有關職位，現在並非及將來亦不會同時在其他持牌處所擔任全職衛生經理或衛生督導員。
The nominated person will only work on the above premises and is now not working and will not work simultaneously on other licensed premises as a full-time Hygiene Manager or Hygiene Supervisor.
 - 被委任人除了在上述處所擔任有關工作外，亦在另一持牌處所擔任全職衛生經理或衛生督導員職位。被委任人在上述處所及另一處所的工作時段將分別不少於每天8小時及彼此互不重疊。有關另一持牌處所的資料，請參閱乙部。
Apart from working on the above premises, the nominated person also takes up the post as a full-time Hygiene Manager or Hygiene Supervisor on another licensed premises with working hours not less than 8 hours a day on each premises and without any overlapping of duty hours. Please refer to Part B for details of the other licensed premises.
9. 被委任人的認可衛生訓練課程證書
Recognised Hygiene Training Course Certificate of Nominated Person
- 被委任人已修畢由食物環境衛生署所**舉辦**的衛生督導員訓練課程，經考試合格並取得證書。
The nominated person has attended a hygiene supervisor training course **organised** by the Food and Environmental Hygiene Department, passed the examination and obtained the certificate.
 - 被委任人已修畢獲食物環境衛生署所**認可**的衛生訓練課程，經考試合格並取得證書。所需的文件將以下述方式遞交：
The nominated person has attended a hygiene training course **recognised** by the Food and Environmental Hygiene Department, passed the examination and obtained the certificate. The required documents will be submitted by the following means –
 - 隨本委任書附上被委任人的有關課程證書及其身分證／護照（如沒有香港身分證）副本，以供核實。
Copies of the relevant hygiene training course certificate and Hong Kong Identity Card/Passport (if he/she does not possess a Hong Kong Identity Card) are attached herewith for verification.
 - 被委任人會親身提交有關課程證書副本（供存檔）及其身分證／護照（如沒有香港身分證）正本，以供核實。
The nominated person will present a copy of the relevant hygiene training course certificate (for retention) and original of his/her Hong Kong Identity Card/Passport (if he/she does not possess a Hong Kong Identity Card) in person for verification.
10. 日期： _____
Date
11. _____
(持牌人／牌照申請人*簽署)
(Signature of Licensee/Licence Applicant*)

乙部 (由被委任人填寫)
Part B (To be filled by Nominated Person)

12. 本人接納甲部所載的委任，並證實有關本人的資料正確無誤。本人謹聲明：
I confirm that I accept the nomination stated in Part A and that the given information concerning myself is correct.
I duly declare that

本人將會只在上述處所擔任有關職位，現在並非及將來亦不會同時在其他持牌處所擔任全職衛生經理或衛生督導員。

I shall only work on the above stated premises and am now not working and shall not work simultaneously on other licensed premises as a full-time Hygiene Manager or Hygiene Supervisor.

本人除了在上述處所擔任有關工作外，亦會在下述持牌處所擔任全職衛生經理／全職衛生督導員的職位。本人在上述及下述處所的工作時段將分別不少於每天8小時及彼此互不重疊。

Apart from working on the above stated premises, I also take up the post of full-time Hygiene Manager/ full-time Hygiene Supervisor on the below-listed licensed premises with working hours not less than 8 hours a day on each premises and without any overlapping of duty hours.

12(a) 店鋪名稱： _____
Shop Sign

12(b) 牌照類別： _____ 牌照／申請牌照*檔案編號： _____
Type of Licence Licence/Licence Application *File Reference No.

12(c) 地址： 室／鋪 _____ 樓 _____ 座 _____
Address Flat/Room/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 involving more than one road/street, please specify

地區
District

地段號碼 (如適用)
Lot Number (if any)

香港
HK

九龍
Kln

新界
NT

12(d) 工作時段： 由 _____ 至 _____ 店鋪營業時間： _____
Appointed Duty Hours from to Business Hours

(如有需要，請用另頁填寫其他處所資料)
(Use separate sheet for particulars of other premises if required)

13. _____
(被委任人姓名)
(Name of Nominated Person)

14. _____
(被委任人簽署)
(Signature of Nominated Person)

15. _____ / _____ / _____
日期 (日/月/年)
Date (dd/mm/yyyy)

* 請將不適用者刪去。

Please delete as appropriate.

請在適當的方格內填上「✓」號。

Please insert "✓" in the appropriate box.

填寫須知
Note for Completion

- (1) 就屬同一持牌人並位於同一超級市場或食物廣場內的食物業處所，可就有關個別的牌照委任同一名人士為衛生經理／衛生督導員。在該情況下，該衛生經理／衛生督導員的全職工作是指每天在該等食物業處所的工作時間不少於合計為八小時，以及能夠充分地監督每間該等食物業處所的運作。
For those food premises which are under the same licensee and housed in the same supermarket or food court, appointment of the same person as the Hygiene Managers/Hygiene Supervisors for respective individual licences is allowed. In that case, the full time duty of the Hygiene Manager/Hygiene Supervisor requires working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the food business of each of those food premises.
- (2) 請在本委任書內填上正確資料。任何故意在本委任書內填報不實資料的行為，均須負上法律責任。
Please complete this nomination form with correct information. Any bewildering acts of providing false information in this form are liable to legal actions.

關於委任衛生經理／衛生督導員所填報的個人資料
Collection of Personal Data in Connection with Nomination of
Hygiene Manager/Hygiene Supervisor

(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

食物環境衛生署（本署）會利用經這份表格填報的資料作以下用途 -
The personal data provided by means of this form will be used by the Food and Environmental Hygiene Department (FEHD) for -

- (1) 處理向本署分區環境衛生辦事處／牌照組辦事處／牌照簽發辦事處提交的委任衛生經理／衛生督導員事宜；及
carrying out activities relating to the nomination of Hygiene Manager/Hygiene Supervisor made to the District Environmental Hygiene Offices/Licensing Offices of FEHD/Licence Issuing Offices; and
- (2) 方便本署職員與你聯絡。
facilitating communication between staff of FEHD and yourself.

透過此表格提供個人資料，純屬自願。不過，如你或被委任人不提供充分的資料，本署將不能處理你的委任事宜。

The provision of personal data by means of this form is voluntary. However, if you or the nominated person does not provide sufficient information, FEHD may not be able to process your nomination.

2. 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，你及被委任人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表格所提供的個人資料的複本一份。本署應查閱要求而提供資料時，可能徵收費用。

You and the nominated person 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. The right of access includes the right to obtain a copy of the personal data which are provided by means of this form. A fee may be imposed for complying with a data access request.

3. 查詢
Enquiries

如對這份表格收集的個人資料有任何查詢，包括查閱及更改資料等，可向下列辦事處提出：
Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to :

分區環境衛生辦事處
District Environmental Hygiene Offices

港島及離島區

中西區環境衛生辦事處

香港皇后大道中345號上環市政大廈10樓
電話號碼：2853 2504 傳真號碼：2851 7653

東區環境衛生辦事處

香港鰂魚涌街38號鰂魚涌市政大廈3樓
電話號碼：3103 7041 傳真號碼：2565 8203

南區環境衛生辦事處

香港香港仔大道203號香港仔市政大廈4樓
電話號碼：2903 0411 傳真號碼：2873 1608

灣仔區環境衛生辦事處

香港灣仔軒尼詩道225號駱克道市政大廈7樓
電話號碼：2879 5760 傳真號碼：2519 6884

離島區環境衛生辦事處

香港中環統一碼頭道38號海港政府大樓6樓
電話號碼：2852 3606 傳真號碼：2545 2964

九龍區

九龍城區環境衛生辦事處

九龍馬頭圍道165號土瓜灣政府合署3樓及4樓
電話號碼：2715 4608 傳真號碼：2761 0718

觀塘區環境衛生辦事處

九龍觀塘瑞和街9號瑞和街市政大廈7樓
電話號碼：3102 7373 傳真號碼：2343 6734

旺角區環境衛生辦事處

九龍旺角花園街123號A花園街市政大廈6樓及7樓
電話號碼：2749 3627 傳真號碼：2391 5572

深水埗區環境衛生辦事處

九龍深水埗元州街59-63號元州街市政大廈8樓至10樓
電話號碼：2748 6943 傳真號碼：2748 6937

Hong Kong & Islands

Central/Western District Environmental Hygiene Office

10/F, Sheung Wan Municipal Services Building,
345 Queen's Road Central, Hong Kong
Tel. No.: 2853 2504 Fax No.: 2851 7653

Eastern District Environmental Hygiene Office

3/F, Quarry Bay Municipal Services Building,
38 Quarry Bay Street, Hong Kong
Tel. No.: 3103 7041 Fax No.: 2565 8203

Southern District Environmental Hygiene Office

4/F, Aberdeen Municipal Services Building,
203 Aberdeen Main Road, Hong Kong
Tel. No.: 2903 0411 Fax No.: 2873 1608

Wanchai District Environmental Hygiene Office

7/F, Lockhart Road Municipal Services Building,
225 Hennessy Road, Wanchai, Hong Kong
Tel. No.: 2879 5760 Fax No.: 2519 6884

Islands District Environmental Hygiene Office

6/F, Harbour Building, 38 Pier Road, Central,
Hong Kong
Tel. No.: 2852 3606 Fax No.: 2545 2964

Kowloon

Kowloon City District Environmental Hygiene Office

3/F & 4/F, To Kwa Wan Market and Government
Offices, 165 Ma Tau Wai Road, Kowloon
Tel. No.: 2715 4608 Fax No.: 2761 0718

Kwun Tong District Environmental Hygiene Office

Level 7, Shui Wo Street Municipal Services Building,
9 Shui Wo Street, Kwun Tong, Kowloon
Tel. No.: 3102 7373 Fax No.: 2343 6734

Mong Kok District Environmental Hygiene Office

6/F & 7/F, Fa Yuen Street Municipal Services
Building, 123A Fa Yuen Street, Mong Kok, Kowloon
Tel. No.: 2749 3627 Fax No.: 2391 5572

Sham Shui Po District Environmental Hygiene Office

8/F-10/F, Un Chau Street Municipal Services
Building,
59-63 Un Chau Street, Sham Shui Po, Kowloon
Tel. No.: 2748 6943 Fax No.: 2748 6937

九龍區

黃大仙區環境衛生辦事處

九龍黃大仙彩虹道121號大成街街市大樓3樓
電話號碼：2997 9005 傳真號碼：2351 5710

油尖區環境衛生辦事處

九龍油麻地寶靈街17號官涌市政大廈3樓及4樓
電話號碼：2302 1301 傳真號碼：2735 5955

新界區

北區環境衛生辦事處

新界上水智昌路13號石湖墟市政大廈4樓
電話號碼：2679 2815 傳真號碼：2679 5695

西貢區環境衛生辦事處

新界將軍澳培成路38號西貢將軍澳政府綜合大樓8樓
電話號碼：3740 5100 傳真號碼：2792 9937

沙田區環境衛生辦事處

新界沙田沙田鄉事會路138號新城市中央廣場第1座12樓1201-1207室及1220-1221室
電話號碼：2634 1957 傳真號碼：2634 0442

大埔區環境衛生辦事處

新界大埔鄉事會街8號大埔綜合大樓3樓
電話號碼：3183 9111 傳真號碼：2650 1171

葵青區環境衛生辦事處

新界葵涌興芳路166-174號葵興政府合署9樓
電話號碼：2619 9482 傳真號碼：2480 4023

荃灣區環境衛生辦事處

新界荃灣楊屋道45號楊屋道市政大廈3樓
電話號碼：2212 9735 傳真號碼：2414 8809

屯門區環境衛生辦事處

新界屯門屯喜路1號屯門政府合署1樓及3樓
電話號碼：2451 3113 傳真號碼：2452 6559

元朗區環境衛生辦事處

新界元朗橋樂坊2號元朗政府合署2樓至5樓
電話號碼：2920 7605 傳真號碼：2477 5099

Kowloon

Wong Tai Sin District Environmental Hygiene Office

3/F, Tai Shing Street Market Building,
121 Choi Hung Road, Wong Tai Sin, Kowloon
Tel. No.: 2997 9005 Fax No.: 2351 5710

Yau Tsim District Environmental Hygiene Office

3/F & 4/F, Kwun Chung Municipal Services Building,
17 Bowring Street, Yau Ma Tei, Kowloon
Tel. No.: 2302 1301 Fax No.: 2735 5955

New Territories

North District Environmental Hygiene Office

4/F, Shek Wu Hui Municipal Services Building,
13 Chi Cheong Road, Sheung Shui, New Territories
Tel. No.: 2679 2815 Fax No.: 2679 5695

Sai Kung District Environmental Hygiene Office

8/F, Sai Kung Tseung Kwan O Government Complex,
38 Pui Shing Road, Tsueng Kwan O, New Territories
Tel. No.: 3740 5100 Fax No.: 2792 9937

Sha Tin District Environmental Hygiene Office

Unit 1201-1207, 1220-1221, 12/F, Tower 1,
Grand Central Plaza, 138 Sha Tin Rural Committee
Road, Sha Tin, New Territories
Tel. No.: 2634 1957 Fax No.: 2634 0442

Tai Po District Environmental Hygiene Office

3/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po,
New Territories
Tel. No.: 3183 9111 Fax No.: 2650 1171

Kwai Tsing District Environmental Hygiene Office

9/F, Kwai Hing Government Offices Building,
166-174 Hing Fong Road, Kwai Chung, New
Territories
Tel. No.: 2619 9482 Fax No.: 2480 4023

Tsuen Wan District Environmental Hygiene Office

3/F, Yeung Uk Road Municipal Services Building,
45 Yeung Uk Road, Tsuen Wan, New Territories
Tel. No.: 2212 9735 Fax No.: 2414 8809

Tuen Mun District Environmental Hygiene Office

1/F & 3/F, Tuen Mun Government Offices Building,
1 Tuen Hi Road, Tuen Mun, New Territories
Tel. No.: 2451 3113 Fax No.: 2452 6559

Yuen Long District Environmental Hygiene Office

2/F-5/F, Yuen Long Government Offices,
2 Kiu Lok Square, Yuen Long, New Territories
Tel. No.: 2920 7605 Fax No.: 2477 5099

牌照組辦事處
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