

食物牌照／許可證轉讓申請
Application for Transfer of Food Licence/Permit

致：分區辦事處秘書
To：District Secretary

本人／本公司*欲申請
將以下食物牌照／許
可證轉讓。
I/We* intend to apply
for the transfer of the
following food
licence/permit

(請只選擇右列其中一項)
(Please choose only one
item on the right)

- 普通食肆牌照 General Restaurant Licence
- 小食食肆牌照 Light Refreshment Restaurant Licence
- 水上食肆牌照 Marine Restaurant Licence
- 烘製麵包餅食店牌照 Bakery Licence
- 凍房牌照 Cold Store Licence
- 工廠食堂牌照 Factory Canteen Licence
- 食物製造廠牌照 Food Factory Licence
- 新鮮糧食店牌照 Fresh Provision Shop Licence
- 冰凍甜點製造廠牌照 Frozen Confection Factory Licence
- 奶品廠牌照 Milk Factory Licence
- 燒味及滷味店牌照 Siu Mei and Lo Mei Shop Licence
- 綜合食物店牌照 Composite Food Shop Licence
- 以售賣機售賣食物許可證 Permit to Sell Food by means of Vending Machine
- 受限制食物售賣許可證 Restricted Food Permit
- 非瓶裝飲品許可證 Non-bottled Drinks Permit
- 售賣冰凍甜點許可證 Frozen Confections Permit
- 涼茶許可證 Chinese Herb Tea Permit
- 奶品許可證 Milk Permit
- 新鮮及／或冷藏貝介類水產動物售賣許可證 Fresh and/or Frozen Shell Fish Permit

(甲) 申請資料

(A) Particulars of Application

- (1) 持牌人／許可證持有人*姓名：(中文) _____ (英文) _____ (先生／女士*)
Name of licensee/permittee (Chinese) (English) (Mr./Ms.*)
- (2) 香港身分證／護照*號碼： _____
Hong Kong Identity Card/Passport* No.

公司註冊號碼： _____

Company Registration No.

(3) 擬議承讓人姓名：(中文) _____ (英文) _____ (先生/女士*)
Name of proposed transferee (Chinese) (English) (Mr./Ms.*)

(4) 現時有效牌照/許可證*號碼： _____
Current Valid Licence/Permit* No.

(5) 牌照/許可證*處所地址：
Address of the licensed/permitted* premises
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) 在轉讓牌照/許可證*後的通訊地址： _____
Correspondence address after the transfer of licence/permit* _____

(7) 在轉讓牌照/許可證*後的電話號碼： _____
Tel. No. after the transfer of licence/permit* _____

本人/本公司*閱悉關於申請轉讓食物牌照/許可證*所填報的個人資料目的說明書，並完全明白其內容。如本人/本公司*日後就是項申請提出任何更改，本人/本公司*須以書面通知食物環境衛生署及擬議承讓人。

I/we* have read and fully understood the Statement of Purpose for Collection of Personal Data in Connection with the application for transfer of Food Licence/Permit*. Should I/we* propose any subsequent change to this application, I/we* shall notify the Food and Environmental Hygiene Department and the proposed transferee in writing.

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

日期 (日/月/年)
Date (dd/mm/yyyy)

持牌人/許可證持有人*簽署
Signature of the licensee/permittee*

* 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).

- (乙) 擬議承讓人資料 (如屬申請轉讓牌照, 擬議承讓人請留意隨附的「擬議承讓人須知」以提交所須文件)
- (B) Particulars of Proposed Transferee (For application for transfer of licence, the proposed transferee is invited to note the “Notice to Proposed Transferee” attached below for submission of the required documents)**

本人/本公司*願意成為以下牌照/許可證*的持牌人/許可證持有人*。
I am/We are* willing to be the holder of the following licence/permit*.

- (1) 擬議承讓人姓名: (中文) _____ (英文) _____ (先生/女士*)
Name of proposed transferee (Chinese) (English) (Mr./Ms.*)
- (2) 香港身分證/護照*號碼: _____
Hong Kong Identity Card/Passport* No.
- 公司註冊號碼: _____
Company Registration No.
- (3) 通訊地址: _____
Correspondence address
- _____
- (4) 電話號碼: _____
Tel. No.
- (5) 牌照/許可證*類別: _____
Type of licence/permit*
- (6) 牌照/許可證*處所地址: _____
Address of the licensed/permitted* premises

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)			
		<input type="checkbox"/> 香港	<input type="checkbox"/> 九龍	<input type="checkbox"/> 新界	
		HK	Kln	NT	

本人／本公司*閱悉關於申請轉讓食物牌照／許可證*所填報的個人資料目的說明書，並完全明白其內容。如本人／本公司*日後就是項申請提出任何更改，本人／本公司*須以書面通知食物環境衛生署及持牌人／許可證持有人*。

I/We* have read and fully understood the Statement of Purpose for Collection of Personal Data in Connection with the application for transfer of Food Licence/Permit*. Should I/we* propose any subsequent change to this application, I/we* shall notify the Food and Environmental Hygiene Department and the licensee/permittee* in writing.

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

日期 (日／月／年)
Date (dd/mm/yyyy)

擬議承讓人簽署
Signature of the proposed transferee

* 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).

擬議承讓人須知 NOTICE TO PROPOSED TRANSFEREE

- (一) 凡申請轉讓食肆、工廠食堂、凍房、食物製造廠、綜合食物店、新鮮糧食店和烘製麵包餅食店牌照，擬議承讓人須向食物環境衛生署遞交由有資格專業人士(即已於《建築物條例》(第 123 章)第 3 條註冊的認可人士／結構工程師)證明有關的食物業處所內沒有違例建築工程的證明書。而上述證明書須以特定表格(FEHB 190 或 FEHB 191)填寫，並符合下列相關指引(以適用者為準)內的要求。

In connection with application for transfer of restaurant, factory canteen, cold store, food factory, composite food shop, fresh provision shop and bakery licences, the proposed transferee is required to provide certification made by recognised professional(s) (i.e. authorised persons/structural engineers registered under Section 3 of the Buildings Ordinance (Cap. 123)) certifying that the food business premises are free of unauthorised building works shall be submitted to this Department in prescribed form(s) (FEHB 190 or FEHB 191) as in accordance with the corresponding guidelines, where appropriate, listed as follows :

- 由屋宇署署長發出的《核證食物業處所沒有違例建築工程 - 供認可人士及註冊結構工程師的指引》
“Certification of Food Business Premises Free of Unauthorised Building Works - Guidelines for Authorised Persons and Registered Structural Engineers” issued by the Director of Buildings
- 由地政總署署長發出的《核證新界豁免管制屋宇食物業處所沒有違例建築工程 - 供認可人士及註冊結構工程師參考的指引》
“Certification of Food Business Premises Free of Unauthorised Building Works in respect of New Territories Exempted Houses - Guideline for Authorised Persons and Registered Structural Engineers” issued by the Director of Lands
- 由房屋署獨立審查組發出的《核證食物業處所沒有違例建築工程 (適用於房屋委員會物業和已拆售予領匯管理有限公司的物業) - 供認可人士及註冊結構工程師的指引》
“Certification of Food Business Premises Free of Unauthorised Building Works - Guidelines for Authorised Persons and Registered Structural Engineers (applicable to Housing Authority’s Properties and the properties divested to The Link Management Limited)” issued by the Independent Checking Unit of Housing Department
- 由建築署署長發出的《核證食物業處所沒有違例建築工程 - 供認可人士及註冊結構工程師的指引》
“Certification of Food Business Premises Free of Unauthorised Building Works - Guidelines for Authorised Persons and Registered Structural Engineers” issued by the Director of Architectural Services

- (二) 另外，有關所有類別食物業牌照的轉讓，擬議承讓人須留意以下的安排：除房委會物業、已拆售予領匯管理有限公司的物業或政府物業內的食物業處所外，擬議承讓人須遞交聲明書(FEHB 192)，聲明申請食物業牌照轉讓的處所經營的食物業，符合政府租契的條件，否則本署無法處理有關申請。

Additionally, in connection with application for transfer of all food business licences, the proposed transferee is required to note the following arrangement : Except for food business premises in Housing Authority’s properties, the properties divested to The Link Management Limited or Government properties, a declaration (FEHB 192) declaring that the operation of the food business at the premises under application for transfer is in compliance with Government lease conditions shall be submitted to the Food and Environmental Hygiene Department, otherwise this department is unable to process the application.

- (三) 擬議承讓人必須確保在該店舖處所經營食物業，是符合食物環境衛生署和各政府部門以及有關的主管當局按其執行的法例所訂立的規定。擬議承讓人因此須預早留意及查閱下述文件：(一)政府租契、(二)樓宇的入伙紙以及(三)法定圖則。擬議承讓人可以從下列政府辦事處獲取有關資料。

The proposed transferee must ensure that operating food business at the subject shop premises is in compliance with the requirements imposed under the legislation administered by the Food and Environmental Hygiene Department and other Government departments as well as the relevant Authorities. Proposed transferees are therefore strongly advised to check well in advance the following documents : (1) the Government Lease, (2) the Occupation Permit of the building, and (3) statutory plan. Relevant information and documents may be obtained from the following

Government department offices:

土地註冊處

- 綜合查冊中心
- 地址：
香港金鐘道 66 號金鐘道政府合署 19 樓
- 查詢電話：2867 2871
- 該處會收取提供政府租契及入伙紙(如已在土地註冊處登記)複本的服務費用

屋宇署

- 樓宇資訊中心
- 地址：
九龍旺角彌敦道 750 號始創中心 13 樓
- 查詢電話：2626 1207
- 該署會收取處理申領入伙紙經核證真確副本的費用

規劃署

- 規劃資料查詢處
- 地址：
香港北角渣華道 333 號北角政府合署 17 樓
- 查詢電話：2231 5000
- 該署提供免費查詢服務

Land Registry

- Central Search Office
- Address:
19/F, Queensway Government Offices,
66 Queensway, Hong Kong
- Enquiry Number: 2867 2871
- Fee will be charged for supply of copies of Government Lease and Occupation Permit (if registered in the Land Registry) of the building

Buildings Department

- Building Information Centre
- Address:
13/F, Pioneer Centre, 750 Nathan Road, Mong Kok, Kowloon.
- Enquiry Number: 2626 1207
- Fee will be charged on applying for certified true copy of Occupation Permit of the building

Planning Department

- Planning Information Enquiry
- Address:
17/F, North Point Government Offices,
333 Java Road, North Point, Hong Kong
- Enquiry Number: 2231 5000
- Free service

(四) 以公司名義提出的申請書須連同下列文件遞交，否則本署無法處理有關申請。

For application in the name of a corporation, the following documents should be submitted to this department, otherwise this department is unable to process the application.

- (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) 公司最新近的週年報表副本，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，請提交首任秘書及董事通知書副本，並由公司註冊處處長證實其為認證副本。）；
a copy of the latest Annual Return certified as true copy by the Registrar of Companies (Please submit a copy of Notification of First Secretary and Director certified as true copy by the Registrar of Companies in the year of a company's incorporation.);
- (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 authorise a person to act on behalf of the corporation to deal with licensing matters with the licensing authority;
- (e) 該名獲授權代表所簽署的接納授權通知書；
Notice of Acceptance of the Authorisation signed by the authorised person;
- (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.

關於申請轉讓食物牌照／許可證所填報的個人資料

**Collection of Personal Data in Connection with
Application for Transfer of Food Licence/Permit**
(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，會供食物環境衛生署(食環署)用於下述目的：

The personal data provided by means of this form will be used by the Food and Environmental Hygiene Department (FEHD) for

- (1) 處理向食環署牌照組／分區環境衛生辦事處提交的轉讓食物牌照／許可證申請的相關事宜；
carrying out activities relating to the applications for the transfer of food licence/permit;
- (2) 方便食環署職員、其他政府部門的職員與你之間的聯絡；以及
facilitating communication among staff of the FEHD, other Government departments and yourself; and
- (3) 按照《食物安全條例》的規定提供指明資料給食環署轄下的食物安全中心。
providing specified information to the Centre for Food Safety of the FEHD in accordance with the provisions of the Food Safety Ordinance.

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申請。

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

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

如對本申請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 :

港島區及離島區	Hong Kong & Islands
<u>中西區環境衛生辦事處</u> 香港皇后大道中 345 號上環市政大廈 10 樓 電話號碼：2545 0506 傳真號碼：2851 7653	<u>Central/Western District Environmental Hygiene Office</u> 10/F, Sheung Wan Municipal Services Building, 345 Queen's Road Central, Hong Kong Tel. no.: 2545 0506 Fax no.: 2851 7653
<u>東區環境衛生辦事處</u> 香港鯉魚涌街 38 號鯉魚涌市政大廈 3 樓 電話號碼：2563 4340 傳真號碼：2565 8203	<u>Eastern District Environmental Hygiene Office</u> 3/F, Quarry Bay Municipal Services Building, 38 Quarry Bay Street, Hong Kong Tel. no.: 2563 4340 Fax no.: 2565 8203
<u>南區環境衛生辦事處</u> 香港香港仔大道 203 號香港仔市政大廈 4 樓 電話號碼：2552 8406 傳真號碼：2873 1608	<u>Southern District Environmental Hygiene Office</u> 4/F, Aberdeen Municipal Services Building, 203 Aberdeen Main Road, Hong Kong Tel. no.: 2552 8406 Fax no.: 2873 1608
<u>灣仔區環境衛生辦事處</u> 香港灣仔軒尼詩道 225 號駱克道市政大廈 7 樓 電話號碼：2507 3364 傳真號碼：2519 6884	<u>Wanchai District Environmental Hygiene Office</u> 7/F, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wanchai, Hong Kong Tel. no.: 2507 3364 Fax no.: 2519 6884
<u>離島區環境衛生辦事處</u> 香港中環統一碼頭道 38 號海港政府大樓 6 樓 電話號碼：2852 3215 傳真號碼：2545 2964	<u>Islands District Environmental Hygiene Office</u> 6/F, Harbour Building, 38 Pier Road, Central, Hong Kong Tel. no.: 2852 3215 Fax no.: 2545 2964

九龍區

Kowloon

<u>九龍城區環境衛生辦事處</u> 九龍馬頭圍道 165 號土瓜灣政府合署 3 樓及 4 樓 電話號碼：2711 2493 傳真號碼：2761 0718	<u>Kowloon City District Environmental Hygiene Office</u> 3/F & 4/F, To Kwa Wan Market and Government Offices, 165 Ma Tau Wai Road, Kowloon Tel. no.: 2711 2493 Fax no.: 2761 0718
<u>觀塘區環境衛生辦事處</u> 九龍觀塘瑞和街 9 號瑞和街市政大廈 7 樓 電話號碼：3102 7388 傳真號碼：2343 6734	<u>Kwun Tong District Environmental Hygiene Office</u> Level 7, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon Tel. no.: 3102 7388 Fax no.: 2343 6734
<u>旺角區環境衛生辦事處</u> 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：2395 2727 傳真號碼：2391 5572	<u>Mong Kok District Environmental Hygiene Office</u> 6/F & 7/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon Tel. no.: 2395 2727 Fax no.: 2391 5572
<u>深水埗區環境衛生辦事處</u> 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 6959 傳真號碼：2748 6937	<u>Sham Shui Po District Environmental Hygiene Office</u> 8/F-10/F, Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Sham Shui Po, Kowloon Tel. no.: 2748 6959 Fax no.: 2748 6937
<u>黃大仙區環境衛生辦事處</u> 九龍黃大仙彩虹道 121 號大成街街市大樓 3 樓 電話號碼：2328 6531 傳真號碼：2351 5710	<u>Wong Tai Sin District Environmental Hygiene Office</u> 3/F, Tai Shing Street Market Building, 121 Choi Hung Road, Wong Tai Sin, Kowloon Tel. no.: 2328 6531 Fax no.: 2351 5710
<u>油尖區環境衛生辦事處</u> 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 1299 傳真號碼：2735 5955	<u>Yau Tsim District Environmental Hygiene Office</u> 3/F & 4/F, Kwun Chung Municipal Services Building, 17 Bowring Street, Yau Ma Tei, Kowloon Tel. no.: 2302 1299 Fax no.: 2735 5955

新界區**New Territories**

<p><u>沙田區環境衛生辦事處</u> 新界沙田鄉事會路 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 0136 傳真號碼：2634 0442</p>	<p><u>Sha Tin District Environmental Hygiene Office</u> Unit 1201-1207, 1220-1221, 12/F, Tower 1, Grand Central Plaza, 138 Rural Committee Road, Sha Tin, New Territories Tel. no.: 2634 0136 Fax no.: 2634 0442</p>
<p><u>大埔區環境衛生辦事處</u> 新界大埔鄉事會街 8 號大埔綜合大樓 3 樓 電話號碼：3183 9119 傳真號碼：2650 1171</p>	<p><u>Tai Po District Environmental Hygiene Office</u> 3/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories Tel. no.: 3183 9119 Fax no.: 2650 1171</p>
<p><u>北區環境衛生辦事處</u> 新界上水智昌路 13 號石湖墟市政大廈 4 樓 電話號碼：2679 2812 傳真號碼：2679 5695</p>	<p><u>North District Environmental Hygiene Office</u> 4/F, Shek Wu Hui Municipal Services Building, 13 Chi Cheong Road, Sheung Shui, New Territories Tel. no.: 2679 2812 Fax no.: 2679 5695</p>
<p><u>西貢區環境衛生辦事處</u> 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</p>	<p><u>Sai Kung District Environmental Hygiene Office</u> 8/F, Sai Kung Tseung Kwan O Government Complex, 38 Pui Shing Road, Tseung Kwan O, N.T. Tel. no.: 3740 5100 Fax no.: 2792 9937</p>
<p><u>葵青區環境衛生辦事處</u> 新界葵涌興芳路 166-174 號葵興政府合署 9 樓 電話號碼：2420 9204 傳真號碼：2480 4023</p>	<p><u>Kwai Tsing District Environmental Hygiene Office</u> 9/F, Kwai Hing Government Offices Building., 166-174 Hing Fong Road, Kwai Chung, New Territories Tel. no.: 2420 9204 Fax no.: 2480 4023</p>
<p><u>荃灣區環境衛生辦事處</u> 新界荃灣楊屋道 45 號楊屋道市政大廈 3 樓 電話號碼：2212 9701 傳真號碼：2414 8809</p>	<p><u>Tsuen Wan District Environmental Hygiene Office</u> 3/F, Yeung Uk Road Municipal Services Building, 45 Yeung Uk Road, Tsuen Wan, New Territories Tel. no.: 2212 9701 Fax no.: 2414 8809</p>
<p><u>屯門區環境衛生辦事處</u> 新界屯門屯喜路 1 號屯門政府合署 1 樓及 3 樓 電話號碼：2146 8642 傳真號碼：2452 6559</p>	<p><u>Tuen Mun District Environmental Hygiene Office</u> 1/F & 3/F, Tuen Mun Government Offices Building, 1 Tuen Hi Road, Tuen Mun, New Territories Tel. no.: 2146 8642 Fax no.: 2452 6559</p>
<p><u>元朗區環境衛生辦事處</u> 新界元朗橋樂坊 2 號元朗政府合署 2 樓至 5 樓 電話號碼：2475 3433 傳真號碼：2477 5099</p>	<p><u>Yuen Long District Environmental Hygiene Office</u> 2/F-5/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, New Territories Tel. no.: 2475 3433 Fax no.: 2477 5099</p>