

食物業牌照／許可證轉讓申請  
**Application for the Transfer of Food Business Licence/Permit**

致 分區辦事處秘書  
**To: District Secretary**

本人／本公司\*欲申請將以下食物業牌照／許可證轉讓：

I/Our corporation\* intend(s) to apply for the transfer of the following food business licence/permit:

(請只選擇其中一項 Please choose only one item)

- ☐ 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
- ☐ 非瓶裝飲料許可證 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
- ☐ 介貝類水產動物售賣許可證 Shell Fish Permit
- ☐ 介貝類水產動物（大閘蟹）售賣許可證 Shell Fish (Hairy Crab) Permit
- ☐ 綜合受限制食物售賣許可證 Composite Restricted Foods Permit
- ☐ 暫准食物業牌照^ Provisional Food Business Licence^

\* 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.

^ 須同時向食物環境衛生署（食環署）相關牌照組遞交更改申請正式食物業牌照的申請人／公司姓名，詳情請向相關牌照組查詢。An application for change in the applicant's/corporation's name for a full licence must be submitted to the related licensing office of the Food and Environmental Hygiene Department (FEHD) at the same time. For details, please contact the related licensing office.

(甲) 現時持牌人／許可證持有人資料(由現時持牌人／許可證持有人填寫。擬議承讓人(個人／公司)請填寫乙部)

**(A) Particulars of the Current Licensee/Permittee (To be filled in by the current Licensee/Permittee. Proposed Transferee (Individual/Corporation) should fill in Part B)**

(第(3)項只適用於申請轉讓食物業牌照／許可證予個人；而第(4)項只適用於申請轉讓食物業牌照／許可證予公司。)

(Item (3) is only applicable to the application for transferring food business licence/permit to an individual; whereas item (4) is only applicable to the application for transferring food business licence/permit to a corporation.)

- (1) 持牌人／許可證持有人姓名：\_\_\_\_\_ (先生／女士\*)  
Name of the Licensee/Permittee \_\_\_\_\_ (中文) (Chinese) \_\_\_\_\_ (英文) (English) (Mr./Ms.\*)

香港身份證／護照\*號碼：\_\_\_\_\_  
Hong Kong Identity Card/Passport\* No.

- (2) 公司名稱#：\_\_\_\_\_  
Name of the Corporation# \_\_\_\_\_ (中文) (Chinese) \_\_\_\_\_ (英文) (English)

商業登記號碼：\_\_\_\_\_  
Business Registration No.

- (3) 擬議承讓人(個人)姓名：\_\_\_\_\_  
Name of the Proposed Transferee (Individual) \_\_\_\_\_ (中文) (Chinese) \_\_\_\_\_ (英文) (English) (Mr./Ms.\*)

- (4) 擬議承讓人(公司)名稱：\_\_\_\_\_  
Name of the Proposed Transferee (Corporation) \_\_\_\_\_ (中文) (Chinese) \_\_\_\_\_ (英文) (English)

- (5) 現時有效牌照／許可證號碼：\_\_\_\_\_  
Current Valid Licence/Permit No.

- (6) 牌照／許可證處所地址：\_\_\_\_\_  
Address of the Licensed/Permitted Premises

室／鋪 \_\_\_\_\_ 樓 \_\_\_\_\_ 座 \_\_\_\_\_  
Flat/Room/Shop \_\_\_\_\_ Floor \_\_\_\_\_ Block \_\_\_\_\_

大廈 \_\_\_\_\_  
Building \_\_\_\_\_

屋邨／鄉村 \_\_\_\_\_  
Estate/Village \_\_\_\_\_

街道名稱及門牌號碼 \_\_\_\_\_  
No. and Name of Road/Street \_\_\_\_\_

(如涉及多於一條街道，請詳述) \_\_\_\_\_  
(Please specify if more than one road/street is involved)

分區 \_\_\_\_\_ 地區 \_\_\_\_\_  
Sub-district \_\_\_\_\_ District \_\_\_\_\_

地段號碼(如適用) \_\_\_\_\_ ☐ 香港 ☐ 九龍 ☐ 新界 ☐ 離島  
Lot Number (if applicable) \_\_\_\_\_ HK Kln NT Islands

(7) 在轉讓牌照／許可證後的通訊地址： \_\_\_\_\_  
Correspondence Address After the Transfer of Licence/Permit

(8) 在轉讓牌照／許可證後的電話號碼： \_\_\_\_\_  
Tel. No. after the Transfer of Licence/Permit

(9) 本人閱悉申請轉讓食物業牌照／許可證「關於申請轉讓食物業牌照／許可證所填報的個人資料」的目的說明，並完全明白其內容。如本人日後就是項申請提出任何更改，本人須以書面通知食環署及擬議承讓人（個人／公司）。

I have read and fully understood the Statement of Purpose for “Collection of Personal Data in Connection with the Application for the Transfer of Food Business Licence/Permit”. Should I propose any subsequent changes to this application, I must notify the FEHD and the proposed transferee (individual/corporation) in writing.

(10) 本人／本公司以中文／英文\*為日後的通訊語言。  
I/We would like to use Chinese/English\* for future correspondence.

\_\_\_\_\_  
日期（日／月／年）  
Date (dd/mm/yyyy)

\_\_\_\_\_  
持牌人／獲授權人／許可證持有人\*簽署  
Signature of the Licensee/Permittee

\_\_\_\_\_  
姓名  
Name

\_\_\_\_\_  
香港身份證／護照\*號碼  
Hong Kong Identity Card/Passport\* No.

\_\_\_\_\_  
公司印章#  
Company Chop#

\* 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.

# 只適用於以公司名義持有牌照／許可證。Only applicable to licence/permit held in the name of a corporation.

(乙) 擬議承讓人(個人/公司)資料(現時持牌人/許可證持有人請填寫甲部)  
(請留意隨附的「擬議承讓人(個人/公司)須知」以提交所須文件)

**(B) Particulars of Proposed Transferee (Individual/Corporation) (Current Licensee/Permittee should fill in Part A)**

**(Please note the “Notice to Proposed Transferee (Individual/Corporation)” attached below for submission of the required documents)**

(第(1)項只適用於以個人名義申請;而第(2)項只適用於以公司名義申請。)  
(Item (1) is only applicable to an application made in the name of an individual; whereas item (2) is only applicable to an application made in the name of a corporation.)

本人/本公司\*願意成為甲部所述牌照的持牌人/許可證的持有人。

I am/Our corporation is\* willing to be the holder of the licence/permit as stated in Part A.

(1) 擬議承讓人(個人)姓名: \_\_\_\_\_ (先生/女士\*)  
Name of the Proposed Transferee (Individual) \_\_\_\_\_ (中文)(Chinese) \_\_\_\_\_ (英文)(English) (Mr./Ms.\*)

香港身份證/護照\*號碼: \_\_\_\_\_  
Hong Kong Identity Card/Passport\* No

(2) 擬議承讓人(公司)名稱: \_\_\_\_\_  
Name of the Proposed Transferee (Corporation) \_\_\_\_\_ (中文)(Chinese) \_\_\_\_\_ (英文)(English)

商業登記號碼: \_\_\_\_\_  
Business Registration No.

(3) 通訊地址: \_\_\_\_\_  
Correspondence Address

(4) 電話號碼: \_\_\_\_\_ 流動電話號碼^: \_\_\_\_\_  
Tel. No. Mobile Phone No.^

(5) 電郵地址#: \_\_\_\_\_  
Email Address#

☐ 本人欲以電郵方式代替郵寄接收食環署一般信件。

I would like to receive general correspondence from the FEHD by email instead of post.

<sup>^</sup> 除用作電話通訊外,食環署亦會在正式牌照/許可證屆滿前九週及兩週,以短訊形式發送續期提示至上述流動電話號碼。

Apart from using the mobile phone number for telephone communication, the FEHD will also send renewal notifications in short message to the above mobile phone number nine weeks and two weeks prior to the expiry of the full licence/permit.

<sup>#</sup> 除用作電郵通訊和發送續期提示外,食環署亦會以電郵形式發送一般信件至上述電郵地址。如欲以電郵方式代替郵寄接收本署一般信件,請在以上第5項提供的方格內填上「✓」號。重要文件如批核信、部門政策、警告信及發牌條件通知書等將繼續以掛號方式發出。

Apart from using the email address for email communication and renewal notifications, the FEHD will also send general correspondence in email to the above email address. If you want to receive general correspondence by email using the above email address, instead of by post, please tick the box provided in item 5 above. Important documents such as approval letter, departmental policy, warning letter or Letter of Requirement, etc. will continue to be sent by registered mail.

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

☐ 請在適當方格內加上「✓」號。Please tick the appropriate box.

(6) 轉讓後的營運資料：

Operation Particulars after the Transfer

營業時間： \_\_\_\_\_ 上午／下午\* 至 \_\_\_\_\_ 上午／下午\*  
Business a.m./p.m. to a.m. /p.m.  
Hours

固定休息日： 逢星期 \_\_\_\_\_  
Regular Rest Day Every

- (7) 本人／本公司閱悉申請轉讓食物業牌照／許可證的「擬議承讓人（個人／公司）須知」及「關於申請轉讓食物業牌照／許可證所填報的個人資料」的目的說明，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環署及持牌人／許可證持有人。

I/We have read and fully understood the “Notice to Proposed Transferee (Individual/Corporation)” and the Statement of Purpose for “Collection of Personal Data in Connection with the Application for the Transfer of Food Business Licence/Permit”. Should I/We propose any subsequent changes to this application, I/We shall notify the FEHD and the licensee/permittee in writing.

- (8) 本人／本公司清楚明白食環署在批准申請時會查核牌照／許可證已被記下／將會被記下的違例分數／違例記錄和被警告的記錄、轉讓記錄及更改圖則記錄。

I/We understand that the FEHD will check the demerit points/violations and warnings record registered/to be registered against the licence/permit, transfer record of the licence/permit and any alteration record of the relevant plans before granting approval of this application.

- (9) 如日後就牌照／許可證的相關資料有任何更新或修改，請遞交FEHB 255「食物業牌照／許可證修訂申請書」至食環署相關分區環境衛生辦事處以作申請。

If there is any updates or amendments to relevant licence/permit particulars in the future, please submit FEHB 255 “Application for Amendments of Food Business Licence/Permit” to the related District Environmental Hygiene Office of the FEHD for application.

- (10) 本人／本公司以中文／英文\*為日後的通訊語言。

I/We would like to use Chinese/English\* for future correspondence.

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

茲證實本人在本申請書所述的各項詳情，均屬真實正確。本人明白如獲批出[牌照/許可證]，須遵從適用於該[牌照/許可證]的所有規定、條件和限制。

I hereby confirm that all particulars stated in this application form are true and correct. I understand that if a [licence/permit] is granted, I shall comply with all requirements, conditions and restrictions to which such [licence/permit] is subject. .

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日期（日／月／年）  
Date (dd/mm/yyyy)

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擬議承讓人（個人／公司\*的獲授權代表）簽署  
Signature of the Proposed Transferee  
(Individual/Authorised Person of the Corporation\*)

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姓名  
Name

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香港身份證／護照\*號碼  
Hong Kong Identity Card/Passport\* No.

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公司印章<sup>></sup>  
Company Chop<sup>></sup>

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

> 只適用於以公司名義申請。Only applicable to applications made in the name of a corporation.

**擬議承讓人（個人／公司）須知**  
**NOTICE TO PROPOSED TRANSFEREE (INDIVIDUAL/CORPORATION)**

- (1) 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(包括暫准食物業牌照)，如有關食物業處所並非位於政府物業或房屋委員會（房委會）物業內，擬議承讓人（個人／公司）須親身或以郵寄方式向食環署遞交由認可專業人士（即已於《建築物條例》（第 123 章）第 3 條的規定註冊的認可人士／結構工程師）按下列適用指引要求以指定表格（FEHB 190 或 FEHB 191）<sup>^</sup>填寫的證明書，證明有關的食物業處所內沒有違例建築工程：

For applications for the transfer of restaurant, factory canteen, cold store, food factory, composite food shop, fresh provision shop and bakery licences (including provisional food business licence), except for food business premises which are in government properties or the properties of the Housing Authority (HA), the proposed transferee (individual/corporation) must submit the certification issued 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 (in person or by mail) to the FEHD in prescribed form(s) (FEHB 190 or FEHB 191)<sup>^</sup> in accordance with the corresponding guidelines, where appropriate, listed as follows :

- 由屋宇署署長發出的《認可人士及註冊結構工程師－核證食物業處所沒有違例建築工程的指引（適用於私人樓宇）》  
“Certification of Food Business Premises Free of Unauthorised Building Works - Guidelines for Authorised Persons and Registered Structural Engineers (applicable to private buildings)” issued by the Director of Buildings
- 由地政總署署長發出的《新界豁免管制屋宇食物業處所並無違例建築工程證明書－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
- 由隸屬於房屋局常任秘書長辦公室的獨立審查組發出的《認可人士及註冊結構工程師－核證食物業處所並無違例建築工程的指引（適用於已拆售予領展資產管理有限公司的房屋委員會物業）》  
“Certification of Food Business Premises Free of Unauthorised Building Works – Guidelines for Authorised Persons and Registered Structural Engineers (applicable to properties of the HA divested to Link Asset Management Limited)” issued by the Independent Checking Unit under the Office of the Permanent Secretary for Housing

- (2) 此外，有關所有類別食物業牌照的轉讓，擬議承讓人（個人／公司）需留意以下的安排：如有關食物業處所並非位於房委會物業、已拆售予領展資產管理有限公司的物業或政府物業，擬議承讓人（個人／公司）須在遞交本表格予食環署時，一併遞交聲明書（FEHB 192）<sup>^</sup>，聲明在是次申請食物業牌照轉讓的處所經營食物業，符合政府租契條款，否則食環署無法處理有關申請。

In addition, for applications for the transfer of all types of food business licences, the proposed transferee (individual/corporation) should note the following arrangements: Except for food business premises in the properties of the HA, the properties divested to Link Asset Management Limited or government properties, the proposed transferee (individual/corporation) must submit a declaration (FEHB 192)<sup>^</sup>, declaring that the operation of the food business at the premises under this application for the transfer is in compliance with government lease conditions to the FEHD along with the submission of this form, otherwise the FEHD will be unable to process the application.

<sup>^</sup> 相關指定表格（FEHB 190 或 191）和聲明書（FEHB 192）已上載至食環署網頁（網址：  
[https://www.fehd.gov.hk/tc\\_chi/forms/index\\_forms.html](https://www.fehd.gov.hk/tc_chi/forms/index_forms.html)）。

The relevant forms (FEHB 190 or 191) and declaration (FEHB 192) are uploaded to the FEHD website (website: [https://www.fehd.gov.hk/english/forms/index\\_forms.html](https://www.fehd.gov.hk/english/forms/index_forms.html)).

- 在申請轉讓食物業牌照處所經營食物業，必須符合政府租契條款，否則食環署署長將拒絕批准申請。倘擬議承讓人（個人／公司）在申請書內作出虛假聲明，獲准轉讓的牌照可能會被取消。

The Director of Food and Environmental Hygiene will refuse to grant the application for the transfer of a food business licence unless the operation of the food business at the subject premises is in compliance with government lease conditions. A licence granted may be cancelled if the proposed transferee (individual/corporation) makes a false declaration in the application.

- (3) 擬議承讓人（個人／公司）須確保在該處所經營食物業，能符合食環署、其他政府部門及有關的主管當局按其執行的法例所訂立的規定。因此，擬議承讓人（個人／公司）應預早查閱以下文件：（一）政府租契、（二）樓宇的入伙紙以及（三）法定圖則。擬議承讓人（個人／公司）可以從下列政府辦事處獲得有關資料：

The proposed transferee (individual/corporation) must ensure that the operation of the food business at the subject premises is in compliance with the requirements imposed under the legislation administered by the FEHD, other government departments and the relevant authorities. Therefore, the proposed transferee (individual/corporation) is strongly advised to check well in advance the following documents: (1) the Government Lease, (2) the Occupation Permit of the building, and (3) the statutory plan. The proposed transferee (individual/corporation) may obtain the relevant information and documents from the following government 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。

#### Land Registry

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

#### 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。

#### Buildings Department

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

#### 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
- 該署就是否需按有關法定圖則及其註釋的規定就處所用途申請規劃許可，提供免費查詢服務。
- 市民可自行透過互聯網，登入「法定規劃綜合網站」（網址：[www.ozp.tpb.gov.hk](http://www.ozp.tpb.gov.hk)）瀏覽有關法定圖則及其註釋。
- 市民在下列地點繳付指定費用後，便可取得有關法定圖則及其註釋：  
地政總署地圖銷售處  
香港北角渣華道 333 號北角政府合署 23 樓  
（電話號碼：2231 3187）或九龍彌敦道 382 號地下（電話號碼：2780 0981）

#### Planning Department

- Planning Enquiry Counters
- Address:  
17/F, North Point Government Offices,  
333 Java Road, North Point, Hong Kong
- Enquiry Number: 2231 5000
- Free enquiry service is available with respect to whether application for planning permission regarding the use of the premises is required according to the relevant statutory plan and the attached notes.
- The relevant statutory plans and the attached notes can be accessed through the Statutory Planning Portal ([www.ozp.tpb.gov.hk](http://www.ozp.tpb.gov.hk)).
- Copies of the relevant statutory plans and the attached notes can be obtained, on payment of the prescribed fee, from the Map Publications Centre of the Lands Department at 23/F, North Point Government Offices, 333 Java Road, Hong Kong (Tel. No.: 2231 3187) or G/F, 382 Nathan Road, Kowloon (Tel. No.: 2780 0981)



**擬議承讓人（個人／公司）須知**  
**NOTICE TO PROPOSED TRANSFEREE (INDIVIDUAL/CORPORATION)**

- (4) 就上文第(1)至(3)段，擬議承讓人（個人／公司）應參閱《申請食物業牌照申請人／持牌人的發牌和轉讓程序指南：(i)核證食物業處所沒有違例建築工程（違建工程）；(ii)食物業處所必須符合政府租契的條件；及(iii)食物業處所必須符合法定圖則的規限》。相關資料已上載至食環署網頁（網址：[https://www.fehd.gov.hk/tc\\_chi/howtoseries/forms/External\\_guide\\_combine\\_c.PDF](https://www.fehd.gov.hk/tc_chi/howtoseries/forms/External_guide_combine_c.PDF)）。擬議承讓人（個人／公司）亦可到食環署牌照組辦事處或分區環境衛生辦事處索取該指南。

For paragraphs (1) to (3) above, the proposed transferee (individual/corporation) should read “A Guide to Applicants/Licensees on Procedures of Applying for Issue and Transfer of Food Business Licences on (i) Certification of Free of Unauthorised Building Works (UBW); (ii) Compliance with Government Lease Conditions; and (iii) Compliance with Statutory Plan Restrictions”. The relevant information has been uploaded to the FEHD website (website: [https://www.fehd.gov.hk/english/howtoseries/forms/new/External\\_guide\\_combine\\_e.PDF](https://www.fehd.gov.hk/english/howtoseries/forms/new/External_guide_combine_e.PDF)). The Guide is also available at the Licensing Offices or the District Environmental Hygiene Offices of the FEHD.

- (5) 以公司名義提出的申請書，須連同下列文件遞交，否則食環署無法處理有關申請。  
For applications in the name of a corporation, the following documents must be submitted to the FEHD along with this form, otherwise the FEHD is unable to process the application.
- (a) 該公司的商業登記證副本；  
a copy of the Business Registration Certificate of the corporation;
  - (b) 該公司的組織大綱及細則副本；  
a copy of the Memorandum and Articles of Association of the corporation;
  - (c) 根據《公司條例》（第622章）取得和經公司註冊處處長核證真實的公司註冊證書副本，或任何其他可證實該公司法人身份的文件；  
a copy of Certificate of Incorporation under the Companies Ordinance (Cap. 622) certified as true copy by the Registrar of Companies, or any other documents to establish the legal entity of the corporation;
  - (d) 公司的註冊辦事處地址更改通知書或法團成立表格（視何者適用而定）的副本，須為經公司註冊處處長核證真實的副本；  
a copy of Notice of Change of Address of the Registered Office or Incorporation Form (as appropriate) certified as true copy by the Registrar of Companies;
  - (e) 公司最新的周年申報表副本，須為經公司註冊處處長核證真實的副本（在新公司成立為法團的年度內，則請提交經公司註冊處處長核證真實的法團成立表格副本）；  
a copy of the latest Annual Return certified as true copy by the Registrar of Companies (or a copy of Incorporation Form certified as true copy by the Registrar of Companies in case of a new corporation in the year of its incorporation);
  - (f) 公司董事會通過的書面決議，以授權一名人士代表該公司與發牌當局接洽處理牌照事宜；以及  
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;
  - (g) 該名獲授權人所簽署的接納授權通知書。  
Notice of Acceptance of Authorisation signed by the authorised person.

**關於申請轉讓食物業牌照／許可證所填報的個人資料**  
**Collection of Personal Data in Connection with the**  
**Application for Transfer of Food Business 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**

你透過本表格所提供的個人資料，會供食環署用於下述目的：

The personal data provided by means of this form will be used by the FEHD for the following purposes:

- (a) 處理有關向食環署提交的轉讓食物業牌照／許可證申請的相關事宜；  
carrying out activities relating to applications for the transfer of food business licence/permit made to the FEHD;
- (b) 處理與(a)項事宜相關的工作，包括按照張貼告示，或列出申請的有關細節，以徵詢相關人士意見，但不限於該申請獲得批准後的資料記錄；  
carrying out activities relating to item (a), including posting public notices or setting out the particulars of an application for public consultation. The personal information to be disclosed is not limited to the information record of a successful application;
- (c) 方便食環署及其他政府部門人員在遵從食物業的法例及規定方面與你聯絡；以及  
facilitating communication between the staff of the FEHD and other government departments and you concerning compliance with the laws and regulations applicable to the food business; and
- (d) 根據《食物安全條例》（第 612 章）的規定而可能將有關資料向食環署轄下的食物安全中心披露。  
disclosure to the Centre for Food Safety (CFS) of the FEHD in accordance with the provisions of the Food Safety Ordinance (Cap. 612).

你在本表格填報的個人資料，純屬自願提供。不過，如在資料不足的情況下，食環署有可能沒法處理你的食物業牌照／許可證轉讓申請。

The provision of personal data by means of this form is voluntary. However, if insufficient information is provided, the FEHD may not be able to process your application for the transfer of food business licences/permits.

**2. 接受資料轉介人的類別**  
**Class of Transferees**

你在本表格上填報的個人資料，可能會為上文第 1 段所載目的而向其他政府部門及機構披露。這些個人資料亦會被披露給其他政府部門作執法用途，其中食物安全中心將用以執行《食物安全條例》（第612章），水務署將用以執行《水務設施條例》（第102章）及《水務設施規例》（第102A章），而渠務署將用以執行《污水處理服務條例》（第463章）及其附屬法例。根據《污水處理服務條例》的規定，經營食肆及食物製造業的用水帳戶，須就其行業所產生的工商業污水繳交工商業污水附加費。

The personal data 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. The personal data may also be disclosed to other government departments for law enforcement purposes, among which the CFS will use such data for the enforcement of the Food Safety Ordinance (Cap. 612), the Water Supplies Department for the enforcement of the Waterworks Ordinance (Cap. 102) and the Waterworks Regulations (Cap. 102A) and the Drainage Services Department for the enforcement of the Sewage Services Ordinance (Cap. 463) and its subsidiary legislations. According to the Sewage Services Ordinance, operators of the restaurant and food manufacturing trades must pay the Trade Effluent Surcharge for their trade effluent discharged.

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**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，申請人有權查閱及更正他／她的個人資料。查閱的權利包括有權索取本表格內所提供的個人資料副本一份。食環署應查閱要求而提供資料時，可能會徵收費用。

The applicant has a right of access and correction with respect to the personal data as provided for in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. His/her right of access includes the right to obtain a copy of his/her personal data which he/she has provided by means of this form. A fee may be imposed for complying with a data access request.

**4. 查詢**

**Enquiries**

如對本表格收集的個人資料有任何查詢，包括查閱及更改資料，可向食環署相關分區環境衛生辦事處的主管人員提出：

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the officer in charge of the respective District Environmental Hygiene Offices of the FEHD:

**港島區及離島區**

**Hong Kong & Islands**

<b><u>中西區環境衛生辦事處</u></b> 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	<b><u>Central/Western District Environmental Hygiene Office</u></b> 10/F, Sheung Wan Municipal Services Building, 345 Queen's Road Central, Hong Kong Tel. No.: 2545 0506 Fax No.: 2851 7653
<b><u>東區環境衛生辦事處</u></b> 香港 魚涌街 38 號 魚涌市政大廈 3 樓 電話號碼：2563 4340 傳真號碼：2565 8203	<b><u>Eastern District Environmental Hygiene Office</u></b> 3/F, Quarry Bay Municipal Services Building, 38 Quarry Bay Street, Hong Kong Tel. No.: 2563 4340 Fax No.: 2565 8203
<b><u>南區環境衛生辦事處</u></b> 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	<b><u>Southern District Environmental Hygiene Office</u></b> 4/F, Aberdeen Municipal Services Building, 203 Aberdeen Main Road, Hong Kong Tel. No.: 2552 8406 Fax No.: 2873 1608
<b><u>灣仔區環境衛生辦事處</u></b> 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	<b><u>Wanchai District Environmental Hygiene Office</u></b> 7/F, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wanchai, Hong Kong Tel. No.: 2507 3364 Fax No.: 2519 6884
<b><u>離島區環境衛生辦事處</u></b> 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	<b><u>Islands District Environmental Hygiene Office</u></b> 6/F, Harbour Building, 38 Pier Road, Central, Hong Kong Tel. No.: 2852 3215 Fax No.: 2545 2964

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**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 至 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

**關於申請轉讓食物業牌照／許可證所填報的個人資料**

**Collection of Personal Data in Connection with the  
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**新界區**

**New Territories**

<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 至 1207 室及 1220 至 1221 室 電話號碼：2634 0136 傳真號碼：2634 0442	<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
<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	<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
<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	<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
<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	<u>Sai Kung District Environmental Hygiene Office</u> 8/F, Sai Kung Tseung Kwan O Government Complex, 38 Pui Shing Road, Tseung Kwan O, New Territories Tel. No.: 3740 5100 Fax No.: 2792 9937
<u>葵青區環境衛生辦事處</u> 新界葵涌興芳路 166 至 174 號葵興政府合署 9 樓 電話號碼：2420 9204 傳真號碼：2480 4023	<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
<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	<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
<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	<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
<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	<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