

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（牌照事宜）
港島及離島區 / 九龍 / 新界*牌照辦事處
食物環境衛生署

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

申請 _____ 牌照
Application for _____ Licence

(1) 申請人姓名(英文正楷): _____(中文): _____
Name of Applicant (English in block letters) (Chinese)
(倘以公司名義提出申請，請提供本申請書附錄內所列出的補充資料)
(If application is made in the name of a corporation, please provide additional information required in the attached Appendix)

(2) 香港身分證/護照*號碼: _____ 性別: 男Male/女Female*
Hong Kong Identity Card/Passport* No. Sex

(3) 通訊地址: _____
Correspondence address

(4) 聯絡電話: _____ 圖文傳真: _____
Contact Tel. No. Fax No.

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

(6) 擬開設處所的名稱(如經擬定):
Shopsign of the proposed business (if any)

英文店號: _____ 中文店號: _____
English Chinese

- (7) 處所內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) 額外附加資料提供:
Additional information to be provided

泳池牌照 (見附件I)
For Swimming Pool Licence application (see Annex I)

厭惡性行業牌照 (見附件 II)
For Offensive Trade Licence application (see Annex II)

日期 (日/月/年)
Date (dd/mm/yyyy)

申請人簽署
Signature of Applicant

備註: 請參閱夾附的致申請人通知書。
Note A copy of the Notice to Applicant is enclosed for your reference.

* 請刪去不適用者 Please delete where appropriate

書面陳述
Statement in Writing

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

本人申明：
I declare

(a) 泳池池水的來源： _____
The 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： _____
The 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：
The 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 Offensive Trade Licence application only

本人申明：
I declare

(a) 經營厭惡性行業的處所之描述：

A description of the premises where the Offensive Trade is carried out

(b) 申請有關的厭惡性行業的細節：

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

食物環境衛生署
FOOD AND ENVIRONMENTAL HYGIENE DEPARTMENT
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（牌照事宜）
港島及離島區/九龍/新界*牌照辦事處
食物環境衛生署

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

本申請書是由_____ (先生/女士/小姐*)代表下述
This application is made by (Mr/Mrs/Ms*) _____ for and on behalf of the corporation

公司於_____ 牌照
in respect of the premises at (申請牌照的店舖所在地點) (Address of premises under application) _____ licence
申請 _____
for a _____
(電話Tel. No.: _____ 圖文傳真Fax No.: _____)

該公司的詳情如下:
Particulars of the corporation are as follows

- (1) 公司名稱: _____
Name of Corporation
- (2) 公司註冊號碼: _____
Company Registration Number
- (3) 註冊地址: _____
Registered Office
_____ (電話Tel. No.: _____)
- (4) 執行董事姓名: _____
Name of Managing Director
住址: _____
Residential Address
_____ (電話Tel. No.: _____)
- (5) 獲授權代表姓名: _____
Name of authorised person
獲授權代表在公司擔任的職位: _____
Position of authorised person in the corporation
香港身分證 / 護照*號碼: _____
Hong Kong Identity Card/Passport* Number
住址: _____
Residential Address
_____ (電話Tel. No.: _____ 圖文傳真Fax No.: _____)

日期(日/月/年)
Date (dd/mm/yyyy)

(獲授權代表簽名)
(Signature of authorised person)
代表申請公司
for and on behalf of the applicant corporation

公司印章 Company Chop

* 請刪去不適用者 Please delete where appropriate

致申請人通知書 NOTICE TO APPLICANT

- (一) 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) 申請厭惡性行業牌照者，所須遞交的擬議設計圖則為一式九份；及
For application for an Offensive Trade Licence, 9 copies of proposed layout plans are required; and
 - (b) 申請殮葬商牌照者，並不需要遞交任何擬議設計圖則。
For application for an Undertaker's Licence, no proposed layout plans are required.
- (二) 按照《電子交易條例》(2000年第一號)第11(1)條訂立的《電子交易(豁免)令》，食物環境衛生署署長不會接受以電子形式提出申請牌照的圖則。
Pursuant to Electronic Transactions (Exclusion) Order made under Section 11(1) of the Electronic Transaction Ordinance (1 of 2000), the Director of Food and Environmental Hygiene will not accept any electronic submission of plans.
- (三) 如若以公司名義申請，必須提交下列文件，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(香港法例第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，並由公司註冊處處長證實其為認證副本；
the latest Annual Return 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 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一份；及
a copy of the Memorandum and Articles of Association of the corporation; and
 - (g) 該公司的商業登記証副本。
a copy of Business Registration Certificate for the corporation.
- (四) 按照公眾衛生及市政條例(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 (根據個人資料(私隱)條例的規定處理)

目的說明

1. 收集資料的目的

發牌當局會利用經這份申請表填報的資料作以下用途 -

- (a) 處理有關向當局申請新簽發/轉讓/續發食物業及其他行業牌照/許可證的事宜；
- (b) 處理有關向當局申請新簽發/轉讓/續發酒牌及會所酒牌的事宜，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；及
- (c) 方便發牌當局職員及其他政府部門的職員與你互相聯絡。

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/許可證申請。

2. 獲轉授資料的機構的類別

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。

3. 查閱個人資料

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。

4. 查詢

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：

港島及離島區

香港軒尼詩道225號
駱克道市政大廈8字樓
港島及離島區牌照組
助理秘書(牌照事宜)
電話：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
助理秘書(牌照事宜)
電話：2729 1293

新界區

新界大埔鄉事會街8號
大埔綜合大樓4樓
新界區牌照組
助理秘書(牌照事宜)
電話：3183 9234

**Collection of Personal Data in Connection with
Application for Food Business and Other Trade Licences
(In accordance with the Personal Data (Privacy) Ordinance)**

Statement of Purposes

1. Purposes of Collection

The personal data provided by means of this form will be used by the Licensing Authority for -

- (a) 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;
- (b) 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; and
- (c) facilitating communication among staff of the Licensing Authority, other Government departments and yourself.

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 licences/permits.

2. Class of Transferees

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. Access to Personal Data

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. Enquiries

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

Hong Kong & Islands

The Assistant Secretary (Licensing)
Hong Kong & Islands Licensing Office,
Lockhart Road Complex,
8/F, 225 Hennessy Road,
Hong Kong.

Tel.: 2879 5712

Kowloon

The Assistant Secretary (Licensing)
Kowloon Licensing Office,
Pei Ho Street Complex,
4/F, 333 Ki Lung Street,
Kowloon.

Tel.: 2729 1293

New Territories

The Assistant Secretary (Licensing)
New Territories Licensing Office,
4/F, Tai Po Complex,
No. 8 Heung Sze Wui Street, Tai Po,
New Territories.

Tel.: 3183 9234