

(請填寫一式三份)  
(To be completed in triplicate)

酒牌局  
LIQUOR LICENSING BOARD

申請酒牌續期/修訂酒牌  
《應課稅品條例 (第 109 章) 應課稅品(酒類)規例》  
APPLICATION FOR RENEWAL/AMENDMENT OF A LIQUOR LICENCE  
DUTIABLE COMMODITIES ORDINANCE (CAP. 109)  
DUTIABLE COMMODITIES (LIQUOR) REGULATIONS

致：酒牌局秘書

To : Secretary, Liquor Licensing Board

如申請酒牌續期，請填寫此欄

**Fill in this part if you are applying for Renewal of a Liquor Licence**

1. 申請人姓名： \_\_\_\_\_  
Name of applicant (中文) (Chinese) (英文) (English)
2. 香港身分證/護照\* 號碼： \_\_\_\_\_ 性別： \_\_\_\_\_  
HKID card/Passport\* No. Sex
3. 通訊地址： \_\_\_\_\_  
Correspondence address  
\_\_\_\_\_ (電話號碼： \_\_\_\_\_) (傳真號碼： \_\_\_\_\_)  
Tel. No. Fax No.
4. 領有牌照處所的地址： \_\_\_\_\_  
Address of licensed premises  
\_\_\_\_\_ (電話號碼： \_\_\_\_\_) (傳真號碼： \_\_\_\_\_)  
Tel. No. Fax No.
5. 如申請人以往曾持有酒牌，請列出持有酒牌的年期： \_\_\_\_\_ 年 \_\_\_\_\_ 月  
If the applicant was a holder of Liquor Licence, state the length of year(s) month(s)  
time of holding Liquor Licence
6. 在該處所經營業務的性質： \_\_\_\_\_  
Nature of business operated in the premises
7. 店名： \_\_\_\_\_  
Shop sign of the business
8. (a) 處所的營業時間： 由： \_\_\_\_\_ 至： \_\_\_\_\_  
Opening hours From to  
(b) 處所的售酒時間： 由： \_\_\_\_\_ 至： \_\_\_\_\_  
Liquor selling hours From to  
(c) 處所最繁忙的營業時間： 由： \_\_\_\_\_ 至： \_\_\_\_\_  
The peak business hours From to  
(d) 申請人當值時間： 由： \_\_\_\_\_ 至： \_\_\_\_\_  
Duty hours of applicant: From to  
(e) 申請人每週例假： \_\_\_\_\_  
Weekly day-off of applicant:

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

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

9. 該場所擬議的營業方式 Proposed mode of operation of the establishment :
- (a) 是否須加簽酒吧批註？即該處所是否專門或主要用作出售及供人飲用令人醺醉酒類飲品的地方？  
Whether a bar endorsement is required? That is, whether the premises are exclusively or mainly used for the sale and consumption of intoxicating liquors?  
 是 Yes  否 No
- (b) 該處所是否會設置酒吧櫃檯？ Whether a bar counter is to be kept on the premises?  
 是 Yes  否 No
- (c) 是否申請准許在處所內跳舞？ Whether permission for dancing is required?  
 是 Yes  否 No
- (d) 是否準備將處所用作酒店？ Whether the premises are to be used as a hotel?  
 是 Yes  否 No

10. 你會否因犯刑事案而在香港或其他地方被定罪？  
Have you been convicted of any criminal offence in Hong Kong or elsewhere?

有，請提供詳情，包括定罪性質及日期，刑罰性質及罰款：  
Yes, please give details of convictions including nature and date of conviction, nature of punishments and fine.

否  
No

11. 你會否因違反與售酒有關的法例而被定罪？  
Have you ever been convicted of an offence relating to liquor selling?

有，詳情：  
Yes, full details

否  
No

12. 你會否委任指定的人？(填寫此項前，請參閱第 4 頁的附註。)  
Will any nominee be appointed? (Please refer to the notes on page 4 before filling this item).

會，該指定的人的全部詳情(中英文姓名、出生日期、地址、香港身分證號碼和中文姓名電碼)：  
Yes, his/her/their full particulars (name in Chinese and English, date of birth, address, HKID card No. and CCC No.):

否  
No

本人擬為上述處所的酒牌申請續期。本人明白，倘本人未能在牌照有效期屆滿前最少兩個月但不超過三個月的期間內向酒牌局提交申請，則該局可能不予辦理。

I intend to apply for renewal of the liquor licence in respect of the above-said premises. I understand that if I fail to submit my application to the Board not more than 3 months and at least 2 months prior to the expiry of the licence, the Board may not consider the application.

日期：  
Date

簽署：  
Signature (申請人) (Applicant)

14. 申請人的諮詢人 References for Applicant

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申請人。茲證明上述申請人聲譽良好，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 applicant, certify that the above-named applicant is a person of good fame and reputation and fit and proper to hold a liquor licence.

a. 姓名： \_\_\_\_\_ 香港身分證/護照\*號碼： \_\_\_\_\_  
 Name HKID card/Passport\* No.  
 住址： \_\_\_\_\_  
 Residential address  
 \_\_\_\_\_ 電話號碼： \_\_\_\_\_  
 Tel. No.  
 本人認識申請人的時間有： \_\_\_\_\_ 年 \_\_\_\_\_ 月  
 I have known the applicant for a period of \_\_\_\_\_ year(s) \_\_\_\_\_ month(s)  
 日期： \_\_\_\_\_ 簽署： \_\_\_\_\_  
 Date Signature (諮詢人) (Referee)

b. 姓名： \_\_\_\_\_ 香港身分證/護照\* 號碼： \_\_\_\_\_  
 Name HKID card/Passport\* No.  
 住址： \_\_\_\_\_  
 Residential address  
 \_\_\_\_\_ 電話號碼： \_\_\_\_\_  
 Tel. No.  
 本人認識申請人的時間有： \_\_\_\_\_ 年 \_\_\_\_\_ 月  
 I have known the applicant for a period of \_\_\_\_\_ year(s) \_\_\_\_\_ month(s)  
 日期： \_\_\_\_\_ 簽署： \_\_\_\_\_  
 Date Signature (諮詢人) (Referee)

如申請修訂酒牌，請填寫此欄(填寫此欄前，請參閱第4頁的申請人須注意事項的第2項。)  
**Fill in this part if you are applying for Amendment(s) of a Liquor Licence (Please refer to item 2 of the notice to applicant on page 4 before filling this part).**

1. 申請人姓名： \_\_\_\_\_  
 Name of applicant (中文) (Chinese) (英文) (English)
2. 香港身分證/護照\* 號碼： \_\_\_\_\_ 性別： \_\_\_\_\_  
 HKID card/Passport\* No. Sex
3. 通訊地址： \_\_\_\_\_  
 Correspondence address  
 \_\_\_\_\_ (電話號碼： \_\_\_\_\_) (傳真號碼： \_\_\_\_\_)  
 Tel. No. Fax No.
4. 領有牌照處所的地址： \_\_\_\_\_  
 Address of licensed premises  
 \_\_\_\_\_ (電話號碼： \_\_\_\_\_) (傳真號碼： \_\_\_\_\_)  
 Tel. No. Fax No.
5. 店名： \_\_\_\_\_  
 Shop sign of the business
6. 修訂的性質： \_\_\_\_\_  
 Nature of amendment(s)

#### 申請人須注意事項 NOTICE TO APPLICANT

1. 申請人提出酒牌續期申請時，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 renewal application:  
 (a) 有效的酒牌副本一份；

a copy of the valid liquor licence;

- (b) 有效的普通食肆牌照或小食食肆牌照副本一份；及  
a copy of the valid general restaurant licence or light refreshment restaurant licence; and
- (c) 持牌人近照 2 張。  
2 recent photographs of the licence holder.

2. 申請人如欲修訂牌照，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 amendment application

A. 申請更改機構的店名

Application for permission to change the shop sign of the establishment

(a) 有效的普通/水上食肆牌照或小食食肆牌照副本一份；及  
a copy of the valid general/marine restaurant licence or light refreshment restaurant licence; and

(b) 載有新店名的商業登記證的副本三份。  
3 copies of the business registration certificate bearing the new shop sign.

B. 申請在酒牌上加上/取消批註(酒吧、跳舞或酒店)

Application for addition/deletion of endorsement(s) (bar, dancing or hotel) on the licence

(a) 有效的普通/水上食肆牌照或小食食肆牌照副本一份；及  
a copy of the valid general/marine restaurant licence or light refreshment restaurant licence; and

(b) 清楚顯示擬作跳舞範圍的食肆設計圖則一式三份(只適用於申請跳舞批註)。  
3 copies of a plan showing the layout of the restaurant with clear indication of the area used for dancing (for application for dancing endorsement only).

C. 申請更改處所的面積

Application for permission to change the size of the premises

(a) 申請更改面積的處所的經修訂食肆牌照副本一份；  
a copy of the amended restaurant licence in respect of the premises under application for inclusion or deletion;

(b) 申請更改面積的處所的經修訂商業登記證副本三份；及  
3 copies of the amended business registration certificate in respect of the premises under application; and

(c) 處所經修訂的設計圖則一式三份，圖則上須清楚顯示新增/縮減的範圍。  
3 copies of a plan showing the layout of the premises with clear indication of the area included/deleted.

## **附註 NOTES**

1. 當酒牌持有人(以僱員身分)去世、離職或申請取消酒牌時，如指定的人獲指派為該處所新簽發酒牌的申請人，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 liquor licence, if the nominee is appointed to be the applicant for new issue of a 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，仍須根據《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暫准牌照持有人。  
In case of illness or temporary absence, the liquor licence holder is still required to apply to the Liquor Licensing Board for authorizing 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).



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 Purposes

1. 收集資料的目的  
Purposes of Collection

酒牌局及食物環境衛生署會需利用經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 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：

##### 港島及離島區

香港軒尼詩道 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 1293/2729 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 9220/3183 9255  
傳真號碼：2606 3350

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

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

##### Kowloon

Assistant Secretary  
Liquor Licensing Board,  
Pei Ho Street Municipal Services Building,  
4th Floor, 333 Ki Lung Street, Kowloon  
Tel. No. : 2729 1293 / 2729 1237  
Fax No. : 3146 5319

##### New Territories

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