

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

## 酒牌局 LIQUOR LICENSING BOARD

申請首次簽發會社酒牌/申請轉讓會社酒牌\*  
《應課稅品條例》(第 109 章)《應課稅品(酒類)規例》  
APPLICATION FOR NEW ISSUE OF A CLUB LIQUOR LICENCE/  
TRANSFER OF CLUB LIQUOR LICENCE\*  
DUTIABLE COMMODITIES ORDINANCE (CAP. 109)  
DUTIABLE COMMODITIES (LIQUOR) REGULATIONS

**重要事項：**  
**IMPORTANT**

1. 《應課稅品條例》(第 109 章)第 17(3B)條規定：  
“如規例規定除非按訂明牌照或許可證的授權，否則禁止售賣或供應任何酒類，則任何人除非按該牌照或許可證的授權並按照其條款的規定，否則不得售賣、為售賣而宣傳或展示、供應或為售賣或供應而管有該等酒類。”

Section 17(3B) of the Dutiable Commodities Ordinance (Cap. 109) states:

'Where regulations prohibit the sale or supply of any liquor except on the authority of a prescribed licence or permit, no person shall sell, or advertise or expose for sale, or supply, or possess for sale or supply, such liquor except on the authority of such a licence or permit and in accordance with the terms thereof.'

2. 《應課稅品條例》(第 109 章)第 36(1)條規定：  
“任何人不得作出任何不完整的陳述、申報或聲明或提供任何不正確的資料(不論該陳述、申報、聲明或資料採用何種形式)，或在為本條例的施行或為根據本條例發出的任何牌照或許可證而擬備或提供的任何文件中，作出不正確的描述或供給不正確的資料。”

Section 36(1) of the Dutiable Commodities Ordinance (Cap. 109) states:

No person shall make any incomplete statement or declaration or furnish any incorrect information, however made or furnished, or apply any incorrect description or supply any incorrect particulars in any document made or furnished for the purposes of this Ordinance or for any licence or permit to be issued under this Ordinance.

3. 最高刑罰：任何人經簡易訴訟程序審訊定罪，可被判處罰款 100 萬元及監禁 2 年。

Maximum Penalty : On summary conviction, a fine of \$1,000,000 and imprisonment for 2 years.

4. 酒牌局根據《應課稅品(酒類)規例》(第 109 章，附屬法例 B)第 15(2)條的規定，要求你詳細回答以下所有問題，以支持你提出的會社酒牌申請/會社酒牌轉讓申請。

Pursuant to Regulation 15(2) of the Dutiable Commodities (Liquor) Regulations (Cap. 109, sub. leg. B), the Liquor Licensing Board requires you should furnish the following particulars in support of the application for new issue of a club liquor licence/transfer of club liquor licence to you.

5. 倘未有足夠空位填寫答案，請另用白紙繕寫。如未能提供足夠資料，可能令處理這宗申請的工作有所延誤。

If insufficient space is available for your answer, please continue on a blank sheet of paper. Failure to provide sufficient information may result in delay in processing your application.

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.

致：酒牌局秘書

如申請首次簽發會社酒牌，請填寫此欄

**Fill in this part if you are applying for New Issue of a Club Liquor Licence**

本人 \_\_\_\_\_ 是該會社秘書，現申請下述處所的會社酒牌：-  
I, \_\_\_\_\_ (申請人姓名，先寫姓氏) (Name of applicant, Surname first) being the club secretary hereby apply for a club liquor licence in respect of the following premises:-

會社名稱： \_\_\_\_\_  
Name of club (中文) (Chinese) (英文) (English)

會社地址： \_\_\_\_\_  
Club address

擁有會社的人的姓名/  
商業機構的名稱： \_\_\_\_\_  
Name of person(s)/ (中文) (Chinese) (英文) (English)  
business organization  
owning the club

建議持牌人姓名： \_\_\_\_\_  
Name of proposed licence holder (中文) (Chinese) (英文) (English)

日期： \_\_\_\_\_ 簽署： \_\_\_\_\_  
Date Signature (會社秘書)  
(Club Secretary)

如申請轉讓會社酒牌，請填寫此欄

**Fill in this part if you are applying for Transfer of Club Liquor Licence**

本人 \_\_\_\_\_ 是該會社秘書，現申請轉讓會社酒牌，該會社位於  
I, \_\_\_\_\_ (申請人姓名，先寫姓氏) (Name of applicant, Surname first) being the club secretary hereby apply for transfer of the club liquor licence in respect of the premises situated at

\_\_\_\_\_ (領有牌照處所的地址) (Address of licensed premises)  
由 \_\_\_\_\_ 轉讓給建議持牌人 \_\_\_\_\_  
from (持牌人姓名，先寫姓氏) (Name of current licence holder, Surname first) to proposed licence holder (姓名，先寫姓氏) (Name, Surname first)

並申請將會社名稱改為\* \_\_\_\_\_  
and for changing the club name to\* (中文) (Chinese) (英文) (English)

原因是 \_\_\_\_\_  
on the grounds that

本人明白，倘本人未能於牌照有效期屆滿前最少兩個月向酒牌局提交申請，則該局可能不予辦理。

I understand that if I fail to submit my application to the Board at least 2 months prior to the expiry of the licence, the Board may not consider the application.

日期： \_\_\_\_\_ 簽署： \_\_\_\_\_  
Date Signature (會社秘書)  
(Club Secretary)

現時會社酒牌持有人同意把會社酒牌轉讓給申請人

**Consent of the current Club Liquor Licence Holder to transfer Club Liquor Licence to the applicant**

本人 \_\_\_\_\_ 是現有會社酒牌的持有人，現同意  
I, \_\_\_\_\_ (申請人姓名，先寫姓氏) (Name of applicant, Surname first) being the current liquor licence holder

把位於下列處所的會社酒牌 \_\_\_\_\_  
consent to the transfer of the club liquor licence in respect of the premises situated at

\_\_\_\_\_ (領有牌照處所的地址) (Address of licensed premises)

轉讓給 \_\_\_\_\_  
to \_\_\_\_\_ (會社秘書/指定的人\* 的姓名，先寫姓氏) (Name of club secretary/nominee\*, Surname first)

如上述酒牌轉讓申請不獲批准，本人會 / 不會\*以現時持牌人身分為酒牌續期。  
If the aforesaid transfer application is not approved, I will / will not\* renew the liquor licence in the capacity of a current licence holder.

日期： \_\_\_\_\_ 簽署： \_\_\_\_\_  
Date Signature (持牌人)  
(Licence Holder)

首次簽發會社酒牌申請及轉讓會社酒牌申請均須填寫以下各欄(由建議持牌人填寫)

**Fill in the following parts for both New Issue of a Club Liquor Licence and Transfer of Club Liquor Licence Applications** (To be filled in by the proposed licence holder)

1. 你的全名：(中文) \_\_\_\_\_ (英文) \_\_\_\_\_  
Your full name (Chinese) (English)
2. 你的住址： \_\_\_\_\_  
Your residential address  
(電話號碼： \_\_\_\_\_) (傳真號碼： \_\_\_\_\_)  
Tel. No. Fax No.
3. 你的通訊地址(如與上述不同)： \_\_\_\_\_  
Your correspondence address (if different from the above)
4. 你的出生日期： \_\_\_\_\_  
Your date of birth
5. 你在香港已居住多久： \_\_\_\_\_  
How long have you resided in Hong Kong
6. 你的香港身分證/護照\* 號碼： \_\_\_\_\_  
Your HKID card/passport\* number
7. 你香港身分證上的中文電碼(如適用)： \_\_\_\_\_  
The CCC numbers appearing on your HKID card (if applicable)
8. 你在會社擔任的職位： \_\_\_\_\_  
The position you hold in the club

9. 請提供你在過去五年的就業詳情：  
Give details of your previous employment for the previous 5 years

職位 Post	僱主 Employer	由 From	至 To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

10. 請說明並提供你以往在售賣及供應酒類方面的經驗的全部詳情：  
Please state and provide in full details your previous experience in connection with the sale and supply of liquor.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. 你目前持有哪種牌照？  
What licence(s) do you hold at present?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12. 你以前曾持有哪種牌照？  
What licence(s) have you held previously?

\_\_\_\_\_

\_\_\_\_\_

13. 本人是以下牌照的持有人/經理人\*  
I am the licence holder/manager\* in possession of

小食食肆牌照，號碼：\_\_\_\_\_  普通食肆牌照，號碼：\_\_\_\_\_

a light refreshment restaurant licence, licence no. a general restaurant licence, licence no.

食肆地址：\_\_\_\_\_

Address(es) of the restaurant(s)

並無食肆牌照  
no restaurant licence

倘並無持有食肆牌照，則你以往曾否申請此類牌照？  
If you are not holding a restaurant licence, have you applied for such a licence previously?

有，詳情(申請日期、檔案編號等)：\_\_\_\_\_

Yes, details (date of application, file reference, etc.)

否  
No

14. 你以往曾否為上述處所或任何其他處所申請酒牌？  
Have you previously applied for a liquor licence in respect of these premises or any other premises?

有，詳情：\_\_\_\_\_

Yes, details

否  
No

15. 你曾否申請，或是否打算為上述處所申請其他牌照？  
Have you applied for, or do you intend to apply for, any other licences in respect of these premises?

有，詳情： \_\_\_\_\_  
Yes, details

否  
No

16. (a) 你曾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

- (b) 如在過去五年內你個人曾在任何民事訴訟中被判敗訴，請提供詳情：  
If during the past 5 years, judgment has been entered against you in your personal capacity in any civil suit, please give details:

\_\_\_\_\_  
\_\_\_\_\_

17. 你曾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

18. 該處所是由  會社擁有  會社租用，業主詳情：  
The premises are Owned by the club Leased by the club, and particulars of the landlord:

\_\_\_\_\_  
\_\_\_\_\_

19. 開設會社的該幢建築物是全部用作住宅用途 / 住宅及商業兩用 / 全部用作商業用途\*。  
The building in which the club is located is for wholly residential / mixed residential and commercial / wholly commercial\* purpose.

20. 處所面積(按照室內樓面面積計算)： \_\_\_\_\_  
Size of premises (by reference to floor area inside the premises)

21. 該會社設有專用出入口 / 與建築物內住宅部份單位共用出入口\*。  
The club has private access / shared access with residential portion of the building\*.

22. 該會社的供應酒類時間為：  
The liquor supplying hours of the club are:

由： \_\_\_\_\_ 至： \_\_\_\_\_  
from to

23. 你以下列哪一種身分申領牌照？ In what capacity are you applying for a licence?

獨資經營人  
Sole Proprietor

合夥人， 所有其他合夥人的全部詳情 (中英文姓名、出生日期、住址、職業、香港身分證號碼、中文姓名電碼和所佔的股份比率)：  
Partner, full details of all the other partners (name in English and Chinese, date of birth, address, occupation, HKID card No. with CCC numbers and percentage of holding):

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有限公司董事， 所有其他董事的全部詳情 (中英文姓名、出生日期、住址、香港身分證號碼和中文姓名電碼)：  
Director of a limited company, full details of all the director(s) (name in English and Chinese, date of birth, address, HKID card No. with CCC numbers):

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僱員，職位：  
Employee, employment position

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並請提供所有僱主的全部詳情，包括中英文姓名、出生日期、住址、香港身分證號碼和中文姓名電碼 (如申領酒牌之處所的擁有人是一間有限公司，請提供董事名單)：

and give full details of (all) your employer(s), including name in English and Chinese, date of birth, address, HKID card No. with CCC numbers (If the owner of the establishment under application for a liquor licence is a limited company, please provide a list of the director(s)):

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24. 上述會社的投資額大約是多少？  
What is the approximate financial investment in the club?

租金：\_\_\_\_\_ 裝修費：\_\_\_\_\_  
Rent Decoration

員工薪金：\_\_\_\_\_ 其他：\_\_\_\_\_  
Staff Salary Others

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25. 該筆款項將從何處籌得？  
Where will this money be obtained from?

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26. 如該筆款項由多處籌得，則請列出每個來源的大約款額：  
If the money is obtained from more than one sources, state the approximate amount from each source :

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27. 擁有該會社的人的姓名/商業機構的名稱\*是什麼?  
What is the name of person(s)/business organization\* owning the club?

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28. 倘該會社是由商業機構擁有，則其商業登記號碼是什麼?  
If the club is owned by a business organization, what is the business registration number?

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29. 該會社擬用作的用途：  
The intended use of the club is：

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30. 簡述該會社的營業方式：  
Briefly describe the mode of operation of the club：

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31. 該會社是否會設有酒吧櫃檯？  是  否  
Will there be a bar counter on the premises? Yes No

32. 是否會提供任何形式的娛樂？  
Will any forms of entertainment be provided?

是，詳情(例如現場表演)：  
Yes, details (e.g. floorshow) \_\_\_\_\_

否  
No \_\_\_\_\_

33. (a) 持牌人需親自管理該會社。你的當值時間是：  
A licence holder is required to supervise the club personally. Your hours of duty are \_\_\_\_\_

(b) 你的每週例假是：  
Your weekly day-off is \_\_\_\_\_

(c) 會社的營業時間是：  
The opening hours of the club are \_\_\_\_\_

(d) 會社預期最繁忙的營業時間是：  
The expected peak business hours are \_\_\_\_\_

34. 你會否委任指定的人？(填寫此項前，請參閱第 10 頁的附註。)  
Will any nominee be appointed? (Please refer to the notes on page 10 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.):

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否  
No \_\_\_\_\_

35. 請列明會社擬聘請員工的數目以及他們將以何種職位受僱(例如廚師、男侍應、女侍應、收銀員、部長、守衛、潔淨員工、經理人、樂隊成員等)：

State the approximate number of staff to be employed by the club and specify in particular the posts in which they are employed (e.g. cook, waiter, waitress, cashier, captain, doorman, cleaning staff, manager/manageress, band men, etc.) :

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36. (a) 會社是否打算聘請女招待、女招待領班、舞伴或舞蹈導師？

Does the club intend to employ hostesses, hostess leaders, dancing partners or dancing instructors?

是 你是否已申請公共舞廳牌照？  是  否  
Yes Have you applied for a Public Dance Hall Licence? Yes No  
 否  
No

- (b) 會社是否打算聘請卡拉 OK 女侍應，女公關或女伴唱？

Does the club intend to employ female karaoke attendants, female public relation officers or female guest relation officers?

是，請列明擬聘請人數： \_\_\_\_\_  
Yes, please state the approximate number to be employed:  
 否  
No

37. 員工是否須輪班工作？

Will the staff work shifts?

是，輪班時間是： \_\_\_\_\_  否  
Yes, the shift hours are: No

38. 何人將直接負責招聘及甄選員工？

Who will be directly responsible for recruiting and selecting staff?

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39. 該會社在哪一管理當局登記？ \_\_\_\_\_

With which authority is the club registered?

登記號碼： \_\_\_\_\_  
Registration No.

40. 總共擬招收多少會員？

What is the intended total number of membership?

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41. 該會社的目標及宗旨為何？

What are the aims and objects of the club?

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42. 簡述加入該會社的手續：

State briefly the procedure for joining the club:

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43. 你是否曾為該會社所在的處所向民政事務總署領取有效的合格證明書？  是  否  
Yes No  
Have you obtained a valid certificate of compliance from the Home Affairs Department in respect of the club premises?

本人證明上述各項答覆，都是本人按照所知及所信，據實填報，本人亦明白如作出任何不完整的陳述或聲明、或提供任何不正確資料，本人可能會被當局循簡易訴訟程序審訊，而一經定罪，可被判處罰款 100 萬元及監禁 2 年。

I certify that the answers given above are true to the best of my knowledge and belief and understand that if there is any incomplete statement or declaration or any incorrect information, I shall be liable to summary conviction of a fine of \$1,000,000 and to imprisonment for 2 years.

此外，本人明白，倘本人未能履行持牌人一職，酒牌局可以運用權力把會社酒牌轉讓給其他適當人選。

Besides I understand that if I fail to discharge the duties of a licence holder, the Liquor Licensing Board may exercise its power to have the liquor licence transferred to a suitable person.

日期： \_\_\_\_\_ 簽署： \_\_\_\_\_  
Date Signature (建議持牌人)  
(Proposed Licence Holder)

44. 建議持牌人的諮詢人 References for Proposed Licence Holder

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建議持牌人。茲證明上述建議持牌人聲譽良好，適宜持有會社酒牌。

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 proposed licence holder, certify that the proposed licence holder is a person of good fame and reputation and fit and proper to hold a club 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.

本人認識建議持牌人的時間有： \_\_\_\_\_ 年 \_\_\_\_\_ 月  
I have known the proposed licence holder 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.

本人認識建議持牌人的時間有： \_\_\_\_\_ 年 \_\_\_\_\_ 月  
I have known the proposed licence holder for a period of \_\_\_\_\_ year(s) \_\_\_\_\_ month(s)

日期： \_\_\_\_\_ 簽署： \_\_\_\_\_  
Date Signature (諮詢人) (Referee)

1. 當酒牌持有人(以僱員身分)去世、離職或申請取消酒牌時，如指定的人被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的暫准牌照持有人。  
In case of illness or temporary absence, the liquor licence holder is still required to apply to the Liquor Licensing Board for authorising 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).

**首次簽發會社酒牌申請注意事項：**

申請人提出申請時，須向酒牌局提交以下文件：

- 甲、 如有關會社是屬於按照《社團條例》(第 151 章)成立的社團
- (1) 社團事務主任的函件，確定已將該受通知社團的細則納入社團名單內；
  - (2) 會社規則的核證真確副本 3 份；
  - (3) 有關委任會社酒牌持有人(及正式通過會社規則)的會議紀錄副本一份；
  - (4) 申請人近照 4 張；
  - (5) 申請人的身分證明文件副本 1 份；
  - (6) 由民政事務局局长簽發的有效合格證明書副本一份；
  - (7) 會社的設計圖則 2 份；及
  - (8) 載有會社會員入會程序、入會申請表格及會員證的文件副本各一份。
- 乙、 如有關會社是屬於按照《公司條例》(第 32 章)成立為法團的有限公司
- (1) 會社的組織章程大綱及章程細則副本 3 份；
  - (2) 會社的公司註冊證書核證真確副本一份；
  - (3) 會社最新的周年申報表核證真確副本一份；
  - (4) 董事局通過下開事項的決議的核證真確副本一份；
    - (a) 委任申請人為會社酒牌持有人；及
    - (b) 通過採用會社規則；
  - (5) 會社的商業登記證副本 3 份；
  - (6) 會社規則核證真確副本 3 份；
  - (7) 申請人近照 4 張；
  - (8) 申請人的身分證明文件副本 1 份；
  - (9) 由民政事務局局长簽發的有效合格證明書副本一份；
  - (10) 會社的設計圖則 2 份；及
  - (11) 載有會社會員入會程序、入會申請表格及會員證的文件副本各一份。
- 丙、 如會社是屬於按照《公司條例》(第 32 章)註冊的有限公司所經營的牟利會社
- (1) 該有限公司的公司註冊證書副本 3 份(其中一份由公司註冊處處長核證為真確副本)；
  - (2) 該有限公司的組織章程大綱及章程細則副本 3 份；
  - (3) 該有限公司最新的周年申報表核證真確副本一份；
  - (4) 該有限公司的商業登記證副本 3 份；
  - (5) 該會社的分行登記證副本 3 份；
  - (6) 董事局通過下開事項的決議的核證真確副本一份；
    - (a) 成立該會社，並訂定其名稱及地址；
    - (b) 委任酒牌申請人為會社酒牌持有人；及
    - (c) 通過採用會社規則；
  - (7) 會社規則的核證真確副本 3 份；
  - (8) 申請人近照 4 張；
  - (9) 申請人的身分證明文件副本 1 份；
  - (10) 由民政事務局局长簽發的有效合格證明書副本一份；
  - (11) 會社的設計圖則 2 份；及
  - (12) 載有會社會員入會程序、入會申請表格及會員證的文件副本各一份。

## **NOTICE TO APPLICATIONS FOR NEW ISSUE OF A CLUB LIQUOR LICENCE**

The following documents have to be submitted to the Liquor Licensing Board in respect of the application:

- A. If the club is established as a society under the Societies Ordinance (Cap. 151) -
- (1) a letter from the Societies Officer confirming that the particulars of the notified society has been entered in the list of societies;
  - (2) 3 certified true copies of the club rules;
  - (3) a copy of the minutes regarding the appointment of the club liquor licence holder and the adoption of the club rules;
  - (4) 4 recent photographs of the applicant;
  - (5) a copy of the applicant's identification document;
  - (6) a copy of the certificate of compliance issued by the Secretary for Home Affairs;
  - (7) 2 copies of the club layout plan; and
  - (8) a copy of the documents showing the club's admission procedure for members, membership application form and membership card.
- B. If the club is a limited company incorporated under the Companies Ordinance (Cap. 32) -
- (1) 3 copies of the Memorandum and Articles of Association of club;
  - (2) a certified true copy of the certificate of incorporation of the club;
  - (3) a certified true copy of the latest Annual Return of the club;
  - (4) a certified true copy of resolution of the Board of Directors approving-
    - (a) the appointment of the applicant as a club liquor licence holder; and
    - (b) the adoption of the club rules;
  - (5) 3 copies of the business registration certificate of the club;
  - (6) 3 certified true copies of the club rules;
  - (7) 4 recent photographs of the applicant;
  - (8) a copy of the applicant's identification document;
  - (9) a copy of the certificate of compliance issued by the Secretary for Home Affairs;
  - (10) 2 copies of club layout plan; and
  - (11) a copy of the documents showing the club's admission procedure for members, membership application form and membership card.
- C. If the club is a proprietary club operated by a limited company incorporated under the Companies Ordinance (Cap. 32) -
- (1) 3 copies of the certificate of incorporation of the limited company, of which one copy is certified true by the Registrar of Companies;
  - (2) 3 copies of the Memorandum and Articles of Association of the limited company;
  - (3) a certified true copy of the latest Annual Return of the limited company;
  - (4) 3 copies of the business registration certificate of the limited company;
  - (5) 3 copies of the branch registration certificate of the club;
  - (6) a certified true copy of resolution of the Board of Directors approving-
    - (a) the establishment of the club specifying its name and address;
    - (b) the appointment of the applicant as club liquor licence holder; and
    - (c) the adoption of the club rules;
  - (7) 3 certified true copies of the club rules;
  - (8) 4 recent photographs of the applicant;
  - (9) a copy of the applicant's identification document;
  - (10) a copy of the certificate of compliance issued by the Secretary for Home Affairs;
  - (11) 2 copies of club layout plan; and
  - (12) a copy of the documents showing the club's admission procedure for members, membership application form and membership card.

### **轉讓會社酒牌申請注意事項：**

申請人提出申請時，須向酒牌局提交以下文件：

- (1) 申請人的近照 4 張；
- (2) 申請人的身分證明文件副本 1 份；
- (3) 該會社及公司(如申領酒牌的會社是一間有限公司)的商業登記證副本各 3 份；
- (4) 該會社/公司最新的周年申報表核證真確副本一份；
- (5) 有效的會社酒牌副本一份；
- (6) 由民政事務局局長簽發的有效合格證明書副本一份；
- (7) 董事局通過委任申請人為會社酒牌持有人的決議的核證真確副本一份；
- (8) 倘擁有該會社的公司/團體已易手，亦請提交下列文件：
  - (i) 會社的組織章程大綱及章程細則副本 3 份；
  - (ii) 會社規則的核證真確副本 3 份；
  - (iii) 董事局通過下開事項的決議的核證真確副本：
    - (a) 成立該會社，並訂定其名稱及地址；
    - (b) 授權董事局/執行委員會等制訂會社規則；
    - (c) 委任申請人為會社酒牌持有人；
    - (d) 正式通過會社規則；及
  - (iv) 已向社團註冊主任/公司註冊處登記之會社幹事/職員/董事名單；
- (9) 會社的設計圖則 2 份。
- (10) 申請人如欲更改酒牌上的任何資料，必須以書面另行申請。

## **NOTICE TO APPLICATIONS FOR TRANSFER OF CLUB LIQUOR LICENCE**

The following documents have to be submitted to Liquor Licensing Board in respect of the application :

- (1) 4 recent photographs of the applicant;
- (2) a copy of the applicant's identification document;
- (3) 3 copies of each of the business registration certificate of the club and company (if the club under application is a limited company);
- (4) a certified true copy of the latest Annual Return of the limited company/club;
- (5) a copy of the valid club liquor licence;
- (6) a copy of the certificate of compliance issued by the Secretary for Home Affairs;
- (7) a certified true copy of resolution of the Board of Directors approving the appointment of the applicant as a club liquor licence holder;
- (8) if there is a change of hand of the company/organisation which owns the club, please also submit the following documents :
  - (i) 3 copies of Memorandum and Articles of Association of the club;
  - (ii) 3 certified true copies of club rules;
  - (iii) a certified true copy of resolution of the Board of Directors approving :
    - (a) the establishment of the club specifying its name and address;
    - (b) the authorization of the Board of Directors/Executive Committee, etc. to make club rules;
    - (c) the appointment of the applicant as club liquor licence holder; and
    - (d) the adoption of the club rules;
  - (iv) list of office-bearers/directors filed with the Societies Officer/Companies Registry;
- (9) 2 copies of the club's layout plan.
- (10) Any amendment(s) to the particulars on the licence must be applied in writing separately.

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