

致：酒牌局秘書

To: Secretary, Liquor Licensing Board

本人 _____ 是 _____ 的會社秘書，現依據
(會社名稱)

《應課稅品(酒類)規例》(第 109 章，附屬法例 B)第 26 條提交夾附的表格，以申請：為下述處所的會社酒牌續期或修訂該會社酒牌資料*

Pursuant to Regulation 26 of the Dutiable Commodities (Liquor) Regulations, (Cap. 109, sub. leg. B), I, _____, being the club secretary of the _____, do hereby submit the attached form for
(Name of Club)

application for renewal or amendment* of the club liquor licence in respect of the following premises: -

會社地址： _____
Club Address

建議持牌人姓名： _____
Name of Proposed Licence Holder

日期： _____
Date

簽署： _____
Signature (會社秘書)
(Club Secretary)

*請 去 不 適
Please delete where appropriate.

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

酒牌局
LIQUOR LICENSING BOARD

申請為會社酒牌續期/修訂會社酒牌資料
應課稅品條例 (第 109 章) 應課稅品(酒類)規例

APPLICATION FOR RENEWAL OF A CLUB LIQUOR LICENCE/AMENDMENT OF A CLUB LIQUOR LICENCE
DUTIABLE COMMODITIES ORDINANCE (CAP. 109)
DUTIABLE COMMODITIES (LIQUOR) REGULATIONS

致：酒牌局秘書

To : Secretary, Liquor Licensing Board

(由建議持牌人填寫)

(To be filled in by the proposed licence holder)

1. 會社名稱：
Name of club _____ (中文) (Chinese) _____ (英文) (English)
2. 會社地址：
Club address _____
_____ (電話號碼： _____) (傳真號碼： _____)
Tel. No. Fax No.
3. 持牌人姓名：
Name of licence holder _____ (中文) (Chinese) _____ (英文) (English)
4. 香港身分證/護照* 號碼：
HKID card/Passport* No. _____ 性別：
Sex _____
5. 住址：
Residential address _____
_____ (電話號碼： _____) (傳真號碼： _____)
Tel. No. Fax No.
6. 持有牌照年期：
Length of licence held _____ 年 _____ 月
year(s) month(s)
7. 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
8. 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

請在適當方格內填上「0」號。
Please tick the appropriate box(es).

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

9. (a) 你的當值時間： 由： _____ 至： _____
Your duty hours From to
- (b) 你的每週例假： _____
Your weekly day-off
- (c) 會社的營業時間： 由： _____ 至： _____
Business hours of the club From to
- (d) 會社供應酒類的時間： 由： _____ 至： _____
Liquor supplying hours From to
- (e) 會社最繁忙的營業時間： 由： _____ 至： _____
The peak business hours From to

10. 會否建議修訂牌照？(填寫此項前，請參閱第 5 頁的申請人須注意事項的第 2 項。)
Any proposed amendment(s) to the particulars on the licence? (Please refer to item 2 of the notice to applicant on page 5 before filling this item.)

- 會，詳情： _____
Yes, details
- 不會
No

11. 你會否委任指定的人？(填寫此項前，請參閱第 5 頁的附註。)
Will any nominee be appointed? (Please refer to the notes on page 5 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會社酒牌申請續期。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 club liquor licence in respect of the abovesaid 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
(建議持牌人)
(Proposed Licence Holder)

12. 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)

如申請修訂會社酒牌資料，請填寫此欄(填寫此欄前，請參閱第5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 Club Liquor Licence (Please refer to item 2 of the notice to applicant on page 5 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. 領有牌照會社的地址：_____
Address of licensed club
_____ (電話號碼：_____) (傳真號碼：_____)
Tel. No. Fax No.
5. 會社名稱：_____
Name of club
6. 更改的性質：_____
Nature of amendment(s)

申請人須注意事項 NOTICE TO APPLICANT

1. 申請人提出申請時，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 application:
 - (a) 有效的會社酒牌副本一份；
a copy of the valid club liquor licence;
 - (b) 民政事務局長簽發的有效合格證明書副本一份；及
a copy of the certificate of compliance issued by the Secretary for Home Affairs; 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上任何資料或附加持牌條件，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. 申請更改會社的名稱
Application for permission to change the name of the club
- (a) 載有新會社名稱的合格證明書副本一份；及
a copy of the certificate of compliance bearing the new club name; and
 - (b) 載有新會社名稱的其他有關文件副本一份。
a copy each of other relevant documents bearing the new club name.
- B. 申請更改會社的面積
Application for permission to change the size of the club premises
- (a) 載有新會社地址的合格證明書副本一份；及
a copy of the certificate of compliance bearing the new club address; and
 - (b) 載有新會社地址的其他有關文件副本一份。
a copy each of other relevant documents bearing the new club address.

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，如該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).

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