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### 申請卡拉OK場所許可證

### **APPLICATION FOR KARAOKE ESTABLISHMENT PERMIT**

(填寫申請書前請參閱附連的申請人須知)

(Please read the Notice to Applicant attached before completing your application form)

致： 助理秘書（食肆牌照）  
港島及離島區 / 九龍區 / 新界區\*牌照組  
食物環境衛生署

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

本人欲就下述處所申請卡拉 OK 場所許可證。

I intend to apply for the Karaoke Establishment Permit in respect of the premises mentioned below.

(倘以公司或合夥名義提出申請，請在附件 I 或附件 II 夾附的表格內，提供所需的補充資料。)

(If application is made in the name of a corporation or partnership, please provide additional information required in the form attached to Annex I or II where appropriate.)

#### 申請資料

#### **Particulars of Application**

- (1) 申請人姓名：(中文) \_\_\_\_\_ (英文) \_\_\_\_\_ (先生/女士\*)  
Name of applicant (Chinese) (English) (Mr./Ms.\*)
- (2) 香港身分證/護照\*號碼： \_\_\_\_\_  
Hong Kong identity card/Passport\* no.
- (3) 出生日期 (日/月/年)： \_\_\_\_\_  
Date of birth (dd/mm/yyyy)
- (4) 在卡拉OK場所擔任的職位： \_\_\_\_\_  
Position held in the karaoke establishment
- (5) 住址： \_\_\_\_\_  
Residential address  
\_\_\_\_\_
- (6) 電話號碼： \_\_\_\_\_ 傳真號碼： \_\_\_\_\_  
Tel. no. Fax no.
- (7) 卡拉OK場所名稱：(中文) \_\_\_\_\_ (英文) \_\_\_\_\_  
Name of the karaoke establishment (Chinese) (English)

- (8) 卡拉OK場所地址<sup>^</sup>：  
Address of the karaoke establishment<sup>^</sup>

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

大廈 \_\_\_\_\_  
Building \_\_\_\_\_

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

街道名稱及號碼 \_\_\_\_\_  
No. and Name of Road/Street \_\_\_\_\_

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

地區 \_\_\_\_\_ 地段號碼(如適用) \_\_\_\_\_  
District \_\_\_\_\_ Lot Number (if any) \_\_\_\_\_

香港  九龍  新界  
HK Kln NT

- (9) 卡拉OK場所電話號碼： \_\_\_\_\_ 卡拉OK場所傳真號碼： \_\_\_\_\_  
Tel. no. of the karaoke establishment Fax no. of the karaoke establishment

- (10) (a) 你現時或以前曾持有下列哪一種牌照？  
Which of the following licences do you hold at present and/or have held previously?

- |   |  |
|---|--|
| <input type="checkbox"/> 公眾娛樂場所牌照<br>Places of Public Entertainment Licence | <input type="checkbox"/> 遊樂場所牌照<br>Places of Amusement Licence   |
| <input type="checkbox"/> 公眾舞廳牌照<br>Public Dance Hall Licence                | <input type="checkbox"/> 遊戲中心牌照<br>Amusement Game Centre Licence |
| <input type="checkbox"/> 麻雀/天九館牌照<br>Mah Jong/Tin Kau Licence               | <input type="checkbox"/> 獎券活動牌照<br>Lottery Licence               |
| <input type="checkbox"/> 泵波拿牌照<br>Tombola Licence                           | <input type="checkbox"/> 按摩院牌照<br>Massage Establishment Licence  |
| <input type="checkbox"/> 酒牌<br>Liquor Licence                               | <input type="checkbox"/> 其他，請說明： _____<br>Others, please specify |

- (b) 如持有的話，請提供詳情： \_\_\_\_\_  
If yes, please give details

(11) 有否因觸犯任何《卡拉OK場所條例》及其規例內的罪行而被定罪？  
Have you ever been convicted of any offence under the Karaoke Establishments Ordinance or any regulation made thereunder?

沒有  
No

有（請提供定罪日期、罪項及刑罰詳情）：\_\_\_\_\_   
Yes (please give details of the date(s) of conviction, offence(s) and penalty)

(12) 曾否被撤銷卡拉OK場所許可證/牌照、或申請許可證/牌照續期遭拒絕的人的代理人、代表或僱員？  
Have you ever been the agent, representative or employee of any person whose Karaoke Establishment Permit or Licence has been revoked, or whose application to renew a permit or a licence has been refused?

不是  
No

是（請提供該人姓名及該卡拉OK場所地址）：\_\_\_\_\_   
Yes (Please give the name of such person and the address of the related karaoke establishment)

(13) 有否申請過或獲簽發任何卡拉OK場所牌照/許可證？  
Have you ever applied for or been issued with any Karaoke Establishment Licence/Permit?

沒有  
No

有（請提供詳情，包括申請日期、處所地址等）：\_\_\_\_\_   
Yes (Please give details, including date of application, address of premises, etc.)

(14) 提出申請的處所是否已領有正式/暫准食肆牌照？  
Have the premises been issued with a full/provisional restaurant licence?

沒有  
No

有  
Yes

正式/暫准\*食肆牌照號碼：\_\_\_\_\_   
Full/provisional\* restaurant licence no.

該食肆牌照的屆滿日期為：\_\_\_\_\_   
Expiry date of the restaurant licence

食肆牌照持牌人姓名：(中文)\_\_\_\_\_ (英文)\_\_\_\_\_ (先生/女士\*)   
Name of the restaurant licence holder(Chinese) (English) (Mr./Ms.\*)

- (15) 倘上述處所並未獲簽發食肆牌照，處所是否已在申請食肆牌照？  
If the abovesaid premises have not been issued with a restaurant licence, has a restaurant licence been applied for the premises?
- 否  
No
- 是（請提供申請詳情，包括申請人姓名、申請日期及處所地址等）：\_\_\_\_\_
- Yes (Please give details of the application including name of applicant, date of application, address of premises, etc.)
- \_\_\_\_\_
- (16) 擬申請的其他許可證：  
Other permit intended to be applied
- 臨時卡拉OK場所許可證  
Provisional Karaoke Establishment Permit
- (17) 本人以中文/英文\* 為日後的通訊語言。  
I would use Chinese/ English\* for my future correspondence.

日期（日/月/年）  
Date (dd/mm/yyyy)

申請人簽署  
Signature of the applicant

**警告**  
**WARNING**

根據《卡拉OK場所條例》(第573章)的規定，任何人知道或理應知道陳述（不論是口頭陳述或書面陳述）或資料在要項上失實，但仍在本申請的過程中，或在與本申請有關連的情況下，作出或提交該等在要項上失實的陳述或資料，即屬違法，如屬首次定罪，可被判罰款50,000元及監禁 6 個月。

Any person who in or in connection with this application makes any statement or furnishes any information, (whether such statement be oral or written) which is false in any material particular and which he knows or reasonably ought to know is false in any such particular commits an offence and is liable on first conviction to a fine of \$50,000 and to imprisonment for 6 months under the Karaoke Establishments Ordinance (Cap. 573)

\* 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(es).

^ 卡拉OK場所的地址必須與在同一處所內的持牌食肆或正在申請牌照的食肆的地址相同  
The address of the karaoke establishment should tally with the address of the licensed restaurant or the restaurant under application for licence at the same premises.

## 申請人須知 NOTICE TO APPLICANT

1. 本申請書一式兩份，必須逐項填妥。若不提供全部所需資料，本署無法處理你的申請。  
This application form must be completed in duplicate and in full. If you do not provide all the required information, we are unable to process your application.
2. 倘有意申請臨時卡拉OK場所許可證，臨時卡拉OK場所許可證申請書應該與正式卡拉OK場所許可證申請書一併遞交。倘稍後才遞交臨時卡拉OK場所許可證申請書，正式卡拉OK場所許可證及臨時卡拉OK場所許可證的申請書便會一併重新處理。  
If you intend to apply for a Provisional Karaoke Establishment Permit, you are advised to submit the application for the Provisional Karaoke Establishment Permit together with the application for the full Karaoke Establishment Permit at the same time. If you submit the application for a Provisional Karaoke Establishment Permit at a later stage, both the application for the full Karaoke Establishment Permit and the Provisional Karaoke Establishment Permit will be processed afresh.
3. 申請時須向牌照組交付如下：  
The following items have to be submitted to the Licensing Section at the time of the application :
  - (i) 簽發許可證的訂明費用；  
prescribed fee for the grant of permit;
  - (ii) 三套根據《卡拉OK場所條例》繪畫的卡拉場所建議圖則；  
3 sets of proposed plans of the karaoke establishment drawn in accordance with the Karaoke Establishments Ordinance;
  - (iii) 提出申請的處所的食肆牌照副本(倘該等牌照已獲簽發)；以及  
a copy of the Restaurant Licence relating to the premises under application if such a licence has been issued; and
  - (iv) 卡拉OK場所的商業登記證副本。  
a copy of the Business Registration Certificate of the karaoke establishment.
4. 待申請獲得批准，只要相關的食肆牌照有效，卡拉OK場所許可證的有效期可長達兩年。  
Upon approval of application, the Karaoke Establishment Permit will be valid for a maximum period of 2 years so long as the connected restaurant licence remains valid.
5. 申請人如要更換代表其行事的認可人士，須在 14 個工作天內告知食物環境生署署長，同時須把新更換認可人士的全部資料，連同相關的證明文件，一併提交署長，以供審批。  
Should there be any change to the authorised person acting for and on behalf of the applicant, the applicant must notify the Director of Food and Environmental Hygiene within 14 days of the said change and full particulars of the new authorised person with supporting documents must also be provided to the Director for approval at the same time.
6. 申請人須注意在遞交申請書時所繳付的訂明費用，是根據《卡拉OK場所條例》所規定的法律責任。但是此繳款並不代表最終卡拉OK場所許可證/臨時卡拉OK 場所許可證能夠獲得簽發。至於簽發卡拉OK場所許可證/臨時卡拉OK場所許可證與否是取決於申請人是否已完全符合所有發證條件。  
The applicant has to note that the payment of prescribed fee upon the submission of application is a legal obligation pursuant to the Karaoke Establishments Ordinance. However, such a payment does not imply a grant of Karaoke Establishment Permit/Provisional Karaoke Establishment Permit eventually. The grant of Karaoke Establishment Permit/Provisional Karaoke Establishment Permit will depend on whether the applicant has fully complied with all the licensing requirements or not.

**申請卡拉OK場所許可證**  
**APPLICATION FOR KARAOKE ESTABLISHMENT PERMIT**

(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（食肆牌照）  
港島及離島區 / 九龍區 / 新界區\*牌照組  
食物環境衛生署

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

本人欲代表下述公司申請卡拉 OK 場所許可證。

I intend to apply for the Karaoke Establishment Permit for and on behalf of the corporation mentioned below.

(甲) 申請人資料

(A) Particulars of the Applicant

(1) 申請人姓名：(中文) \_\_\_\_\_ (英文) \_\_\_\_\_ (先生/女士\*)  
Name of applicant (Chinese) (English) (Mr./Ms.\*)

(2) 申請許可證的處所地址<sup>^</sup>：  
Address of premises under application<sup>^</sup>

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

大廈 \_\_\_\_\_  
Building

屋邨/鄉村 \_\_\_\_\_  
Estate/Village

街道名稱及號碼 \_\_\_\_\_  
No. and Name of Road/Street

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

地區 \_\_\_\_\_ 地段號碼(如適用) \_\_\_\_\_  
District Lot Number (if any)

香港  九龍  新界  
HK Kln NT

(乙) 公司資料

(B) Particulars of the Corporation

- (1) 公司名稱：(中文) \_\_\_\_\_ (英文) \_\_\_\_\_  
Name of corporation (Chinese) (English)
- (2) 公司註冊號碼： \_\_\_\_\_ 電話號碼： \_\_\_\_\_  
Company Registration No. Tel. no.
- (3) 公司註冊地址： \_\_\_\_\_  
Address of registered office

- (4) 執行董事姓名：(中文) \_\_\_\_\_ (英文) \_\_\_\_\_ (先生/女士\*)  
Name of managing director (Chinese) (English) (Mr./Ms\*)
- (5) 住址： \_\_\_\_\_  
Residential address

電話號碼： \_\_\_\_\_  
Tel. no.

- (6) 獲授權代表姓名：(中文) \_\_\_\_\_ (英文) \_\_\_\_\_ (先生/女士\*)  
Name of the authorised representative (Chinese) (English) (Mr./Ms.)
- 香港身分證/護照\*號碼： \_\_\_\_\_  
Hong Kong identity card/Passport\* no.

- (7) 獲授權代表在公司擔任的職位： \_\_\_\_\_  
Position of the authorised representative in the corporation

- (8) 本人以中文/英文\* 為日後的通訊語言。  
I would use Chinese/English\* for my future correspondence.

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

\_\_\_\_\_  
獲授權代表簽署  
Signature of authorised representative  
(代表申請公司)  
(for and on behalf of the applying corporation)

\_\_\_\_\_  
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(es)

^ 卡拉OK場所的地址必須與在同一處所內的持牌食肆或正在申請牌照的食肆的地址相同  
The address of the karaoke establishment should tally with the address of the licensed restaurant or the restaurant under application for licence at the same premises.

**申請人須知**  
**NOTICE TO APPLICANT**

須遞交以下文件，以支持有關申請：

The following documents have to be submitted in support of the application:

- (1) 根據《公司條例》(第32章)的規定而取得的公司註冊證書副本，並由公司註冊處處長證實其為認證副本；  
a copy of Certificate of Incorporation under the Companies Ordinance (Cap. 32) certified as true copy by the Registrar of Companies;
- (2) 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;
- (3) 公司最新的週年報表副本，並由公司註冊處處長證實其為認證副本；  
a copy of the latest Annual Return certified as true copy by the Registrar of Companies;
- (4) 公司的商業登記證副本；  
a copy of Business Registration Certificate for the corporation;
- (5) 由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有關的發牌事宜；  
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;
- (6) 公司的組織大綱及細則副本；以及  
a copy of the Memorandum and Articles of Association of the corporation; and
- (7) 該名獲授權代表所簽署的接納授權通知書。  
a Notice of Acceptance of the Authorisation signed by the authorised representative.

**申請卡拉OK場所許可證**  
**APPLICATION FOR KARAOKE ESTABLISHMENT PERMIT**

(簽發予以合夥名義申請者)

(TO BE ISSUED IN THE NAME OF A PARTNERSHIP)

致： 助理秘書（食肆牌照）  
港島及離島區 / 九龍區 / 新界區\*牌照組  
食物環境衛生署

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

本人欲代表下述合夥申請卡拉 OK 場所許可證。

I intend to apply for the Karaoke Establishment Permit for and on behalf of the partnership mentioned below.

(甲) 申請人資料

(A) Particulars of the Applicant

(1) 申請人姓名：(中文) \_\_\_\_\_ (英文) \_\_\_\_\_ (先生/女士\*)  
Name of applicant (Chinese) (English) (Mr./Ms.\*)

(2) 申請許可證的處所地址<sup>^</sup>：  
Address of premises under application<sup>^</sup>

室/鋪 \_\_\_\_\_  
Flat/Rm/Shop

樓 \_\_\_\_\_  
Floor

座 \_\_\_\_\_  
Block

大廈 \_\_\_\_\_  
Building

屋邨/鄉村 \_\_\_\_\_  
Estate/Village

街道名稱及號碼 \_\_\_\_\_  
No. and Name of Road/Street

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

地區 \_\_\_\_\_ 地段號碼(如適用) \_\_\_\_\_  
District Lot Number (if any)

香港 九龍 新界  
HK Kln NT

(乙) 合夥資料

(B) Particulars of the Partnership

- (1) 合夥名稱：(中文) \_\_\_\_\_ (英文) \_\_\_\_\_  
Name of partnership (Chinese) (English)
- (2) 營業地點地址： \_\_\_\_\_  
Address of place of business
- 
- 電話號碼： \_\_\_\_\_  
Tel. no.
- (3) 獲授權代表姓名：(中文) \_\_\_\_\_ (英文) \_\_\_\_\_ (先生/女士\*)  
Name of the authorised representative (Chinese) (English) (Mr./Ms.\*)
- (4) 獲授權代表在合夥擔任的職位： \_\_\_\_\_  
Position of the authorised representative in the partnership
- (5) 香港身分證/護照\*號碼： \_\_\_\_\_  
Hong Kong identity card/Passport\* no.
- (6) 本人以中文/英文\* 為日後的通訊語言。  
I would use Chinese/English\* for my future correspondence.

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

\_\_\_\_\_  
獲授權代表簽署  
Signature of authorised representative  
(代表申請合夥)  
(for and on behalf of the applying partnership)

\* 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(es)

^ 卡拉OK場所的地址必須與在同一處所內的持牌食肆或正在申請牌照的食肆的地址相同  
The address of the karaoke establishment should tally with the address of the licensed restaurant or the restaurant under application for licence at the same premises.

**申請人須知**  
**NOTICE TO APPLICANT**

須遞交以下文件，以支持有關申請：

The following documents have to be submitted in support of the application:

- (1) 合夥的商業登記證副本；  
a copy of Business Registration Certificate of the partnership;
- (2) 合夥申請在香港登記營業的表格1(c)副本，以及自登記日期後一切修訂內容(副本及修訂內容須由商業登記署認證)；  
a copy of Application by Partnership for registration of business carried by such body in Hong Kong [Form 1(c)] together with all amendments, if any, since the date of registration; all of which shall be duly certified by the Business Registration Office;
- (3) 合夥的授權書，授權一名人士代表該合夥處理與發牌當局有關的發牌事宜；以及  
a written authorisation by the partnership to authorise a person to act on behalf of the partnership to deal with licensing matters with the licensing authority; and
- (4) 該名獲授權代表所簽署的接納授權通知書。  
a Notice of Acceptance of the Authorisation signed by the authorised representative.

**關於申請卡拉OK場所許可證所填報的個人資料**  
**Collection of Personal Data in Connection with Application for Karaoke Establishment Permits**  
**[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 Purposes**

**1. 收集資料的目的**  
**Purposes of Collection**

你透過本申請表格所提供的個人資料，會供食物環境衛生署(食環署)牌照組用於下述目的：  
The personal data provided by means of this form will be used by the Licensing Section of the Food and Environmental Hygiene Department (FEHD) for:

- (1) 處理向食環署牌照組/分區環境衛生辦事處提交的新簽發/轉讓/續發卡拉OK場所許可證/臨時卡拉OK場所許可證或豁免申請卡拉OK場所許可證/臨時卡拉OK場所許可證或更改卡拉OK場所名稱申請的相關事宜；以及  
carrying out activities relating to the applications for the grant/transfer/renewal of Karaoke Establishment Permit/Provisional Karaoke Establishment Permit or the exemption to apply for a Karaoke Establishment Permit/Provisional Karaoke Establishment Permit or the change of name of a karaoke establishment made to the Licensing Section/District Environmental Hygiene Office of the FEHD; and
- (2) 方便食環署職員及其他政府部門的職員與你之間的聯絡。  
facilitating communication among staff of the FEHD, other Government departments and yourself.

你透過本申請表格提供個人資料，純屬自願。不過，如你不提供充分的資料，則食環署恐怕不能處理你的牌照/許可證申請。

The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, FEHD may not be able to process your application for licence/permit.

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

食環署可能會向其他政府部門及機構披露你透過本申請表格所提供的資料，以達到上文第 1 段所述的目的。

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 第 6 原則的規定，你有權要求查閱及改正所提供的個人資料。查閱的權利包括有權索取本申請表格所提供的個人資料的複本一份。食環署應查閱要求而提供資料時，可能徵收費用。

You have a right to request access to and correction of the personal data provided 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. A fee may be imposed for complying with a data access request.

#### 4. 查詢

##### Enquiries

如對本申請有任何疑問，包括對本申請表格收集的個人資料有任何查詢，包括查閱及更改資料等，可向下列人士提出。

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

##### **港島及離島區**

香港灣仔軒尼詩道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（**食肆**牌照）  
電話號碼：2879 5738

##### **Hong Kong & Islands**

Assistant Secretary (Restaurant Licences)  
Hong Kong & Islands Licensing Section,  
8/F, Lockhart Road Municipal Services Building,  
225 Hennessy Road,  
Wan Chai, Hong Kong  
Tel. no.: 2879 5738

##### **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（**食肆**牌照）  
電話號碼：2729 1632

##### **Kowloon**

Assistant Secretary (Restaurant Licences)  
Kowloon Licensing Section,  
4/F, Pei Ho Street Municipal Services Building,  
333 Ki Lung Street,  
Shamshuipo, Kowloon  
Tel. no.: 2729 1632

##### **新界區**

新界大埔鄉事會街8號  
大埔綜合大樓四樓  
新界區牌照組  
助理秘書（**食肆**牌照）  
電話號碼：3183 9226

##### **New Territories**

Assistant Secretary (Restaurant Licences)  
New Territories Licensing Section,  
4/F, Tai Po Complex, 8 Heung Sze Wui Street,  
Tai Po, New Territories  
Tel. no.: 3183 9226