

#真正食肆申請豁免卡拉 OK 場所條例應用於該食肆
**EXEMPTION FROM THE APPLICATION
OF THE KARAOKE ESTABLISHMENTS ORDINANCE
FOR A #BONA FIDE RESTAURANT**

(填寫申請書前請參閱附連的申請人須知)

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

致：分區辦事處秘書

To: District Secretary

(甲) 申請人資料

(A) Particulars of Applicant

- (1) 申請人姓名(英文正楷) _____ (先生 / 女士*)
Name of Applicant (English in block letters) _____ (Mr. / Ms.*)
(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.)
- (2) 中文姓名： _____ 香港身分證號碼： _____
Name in Chinese _____ HK I/D Card No. _____
- (3) 出生日期： _____ 職業： _____
Date of Birth _____ Occupation _____
- (4) 住址： _____
Residential Address _____
- (5) 電話號碼： _____ 傳真號碼： _____
Tel. No. _____ Fax No. _____

(乙) 持牌食肆資料

(B) Particulars of the Licensed Restaurant

- (1) 食肆牌照持牌人姓名： _____
The name of the restaurant licence holder _____
- (2) (正式 / 暫准*)食肆牌照號碼為： _____
The (full / provisional*) restaurant licence number is _____

真正食肆是持有食物環境衛生署署長簽發的牌照，並提供卡拉 OK 設施和符合下述準則的食肆：

- (1) 所有分間作進行卡拉 OK 活動的房間的總面積，不超過食肆座位間面積的 30%。“座位間”的定義為娛樂室、走廊、酒吧、餐廳範圍、舞池(如適用)和接待處範圍的總樓面面積；以及
- (2) 分間作進行卡拉 OK 活動的房間數目，不超過座位間總面積(以平方米計)除以 100 平方米所得的商數。

Bona Fide Restaurants are restaurants licensed by the Director of Food and Environmental Hygiene, providing karaoke facilities and satisfying the following criteria:

- (1) the aggregate areas of all rooms partitioned for karaoke activities do not exceed 30% of the seating area in the restaurant. “Seating area” is defined as the aggregate floor area of entertainment rooms, corridors, lounge, dining areas, dancing areas (where applicable) and reception areas; and
- (2) the number of rooms partitioned for karaoke activities does not exceed the total seating area in square metres divided by 100m².

- (3) 該食肆牌照的屆滿日期為： _____
The expiry date of the Restaurant Licence is _____
- (4) 食肆名稱 (英文)： _____
Name of the Restaurant (English)
- (5) 食肆名稱 (中文)： _____
Name of the Restaurant (Chinese)
- (6) 食肆地址： _____
Address of the Restaurant _____
- (7) 食肆電話號碼： _____ 食肆傳真號碼： _____
Tel. No. of Restaurant Fax No. of Restaurant
- (8) 所有用作卡拉 OK 活動房間的總面積： _____
Aggregate area of all rooms partitioned for karaoke activities
- (9) 用作卡拉 OK 活動房間的數目： _____
Number of rooms partitioned for karaoke activities

日期 Date

申請人簽署 Signature of 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).

申請人須知 NOTES TO APPLICANT

1. 本申請書必須逐項填妥。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 full. If you do not provide all the required information, we are unable to process your application.
2. 申請時須向食物環境衛生署分區辦事處交付如下：
The following items have to be submitted to the District Office of Food and Environmental Hygiene Department at the time of the application :
 - (i) 一套持牌食肆的設計圖則，顯示處所內擬用於卡拉 OK 活動的每一部分，以及示明所有用於卡拉 OK 活動的器材及設備的位置；
a set of the layout plan of the licensed restaurant showing each part of the premises intended to be used for karaoke activities and location of all related apparatus and equipment to be used for karaoke activities;
 - (ii) 提出申請的處所的食肆牌照副本；以及
a copy of the restaurant licence relating to the premises under application; and
 - (iii) 食肆的商業登記證副本。
a copy of the Business Registration Certificate of the restaurant.

真正食肆(以公司名義簽發)申請豁免卡拉 OK 場所條例應用於該食肆
EXEMPTION FROM THE APPLICATION
OF THE KARAOKE ESTABLISHMENTS ORDINANCE
FOR A BONA FIDE RESTAURANT ISSUED IN THE NAME OF A CORPORATION

致：分區辦事處秘書
To: District Secretary

現由 _____ (先生 / 女士*)，代表下述公司就
This application is made by _____ (Mr. / Ms.*) for and on behalf of the corporation

位於 _____
in respect of the licensed restaurant situated at _____ (持牌食肆的所在地點 Address of licensed restaurant)

的持牌食肆申請豁免卡拉 OK 場所條例應用於該食肆。
for exemption from the application of the Karaoke Establishments Ordinance.

公司資料：
Particulars of the Corporation

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

日期 Date

公司印章 Company Chop

(獲授權代表簽署)
代表申請的公司
(Signature of Authorized Representative)
for and on behalf of the applying corporation

申請人須知 NOTES 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 Authorization signed by the Authorized Representative.

真正食肆(以合夥名義簽發)申請豁免卡拉 OK 場所條例應用於該食肆
EXEMPTION FROM THE APPLICATION
OF THE KARAOKE ESTABLISHMENTS ORDINANCE
FOR A BONA FIDE RESTAURANT ISSUED IN THE NAME OF A PARTNERSHIP

致：分區辦事處秘書
To: District Secretary

現由 _____ (先生 / 女士*)，代表下述合夥就
This application is made by _____ (Mr. / Ms.*) for and on behalf of the Partnership

位於 _____
in respect of the licensed restaurant situated at _____ (持牌食肆的所在地點 Address of licensed restaurant)

的持牌食肆申請豁免卡拉 OK 場所條例應用於該食肆。
for exemption from the application of the Karaoke Establishments Ordinance.

合夥資料：
Particulars of the Partnership

- (1) 合夥名稱： _____
Name of Partnership (英文) (In English) _____ (中文) (In Chinese)
- (2) 營業地點地址： _____
Address of Place of Business _____
- (3) 獲授權代表姓名： _____
Name of the Authorized Representative (英文) (In English) _____ (中文) (In Chinese)
- (4) 獲授權代表在合夥擔任的職位： _____
Position of Authorized Representative in the Partnership _____
- (5) 香港身分證 / 護照*號碼： _____
Hong Kong Identity Card / Passport* Number _____
- (6) 住址： _____
Residential Address _____

日期 Date

(獲授權代表簽署)
代表申請的合夥
(Signature of Authorized Representative)
for and on behalf of the applying partnership

申請人須知 NOTES 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 authorization 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) 獲授權代表簽署的接受授權通知書。
a Notice of Acceptance of the Authorization signed by the Authorized 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)

1. 收集資料的目的 Purposes of Collection

食物環境衛生署分區辦事處會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 District Office of the Food and Environmental Hygiene Department for :

- (a) 處理有關向食物環境衛生署牌照/分區辦事處申請新簽發 / 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 場所名稱的事宜；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 Office/District Office of the Food and Environmental Hygiene Department; 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.

填寫這份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, we may not be able to process your application for permit.

2. 獲轉授資料的機構的類別 Class of Transferees

在這份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 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這份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.

如對經由這份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：

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

港島區及離島區 Hong Kong & Islands

中西區辦事處 香港皇后大道中 345 號上環市政大廈 10 樓 電話號碼：2545 0506 傳真號碼：2854 2755	<u>Central / Western District Office</u> 10/F Sheung Wan Municipal Services Building, 345 Queen's Road Central, Hong Kong Tel. No.: 2545 0506 Fax No.: 2854 2755
東區辦事處 香港鰂魚涌街 38 號鰂魚涌市政大廈 3 樓 電話號碼：3103 7041 傳真號碼：2565 8203	<u>Eastern District Office</u> 3/F Quarry Bay Municipal Services Building, 38 Quarry Bay Street, Hong Kong Tel. No.: 3103 7041 Fax No.: 2565 8203
南區辦事處 香港香港仔大道 203 號香港仔街市大廈 4 樓 電話號碼：2903 0411 傳真號碼：2873 1608 / 2552 9071	<u>Southern District Office</u> 4/F Aberdeen Municipal Services Building, 203 Aberdeen Main Road, Hong Kong Tel. No.: 2903 0411 Fax No.: 2873 1608 / 2552 9071
灣仔區辦事處 香港灣仔軒尼詩道 225 號駱克道市政大廈 7 樓 電話號碼：2879 5760 傳真號碼：2519 6884	<u>Wanchai District Office</u> 7/F Lockhart Road Municipal Services Building, 225 Hennessy Road, Wanchai, Hong Kong Tel. No.: 2879 5760 Fax No.: 2519 6884

<p>離島區辦事處 香港中環統一碼頭道 38 號海港政府大樓 6 樓 電話號碼：2852 3215 傳真號碼：2545 2964</p>	<p>Islands District Office 6/F Harbour Building, 38 Pier Road, Central, Hong Kong Tel. No.: 2852 3215 Fax No.: 2545 2964</p>
<p>九龍區 Kowloon</p>	
<p>九龍城區辦事處 九龍馬頭圍道 165 號 土瓜灣市政大廈暨政府合署 3 樓及 4 樓 電話號碼：2715 4608 傳真號碼：2761 0718</p>	<p>Kowloon City District Office 3/F & 4/F To Kwa Wan Market and Government Offices, 165 Ma Tau Wai Road, Kowloon Tel. No.: 2715 4608 Fax No.: 2761 0718</p>
<p>觀塘區辦事處 九龍觀塘瑞和街 9 號瑞和街市政大廈 7 樓 電話號碼：3102 7373 傳真號碼：2343 6734</p>	<p>Kwun Tong District Office Level 7, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon Tel. No.: 3102 7373 Fax No.: 2343 6734</p>
<p>旺角區辦事處 九龍旺角花園街 123 號 A 花園街市政大廈 6 樓及 7 樓 電話號碼：2749 3627 傳真號碼：2391 5572</p>	<p>Mong Kok District Office 6/F & 7/F Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon Tel. No.: 2749 3627 Fax No.: 2391 5572</p>
<p>深水埗區辦事處 九龍深水埗元州街 59-63 號 元州街市政大廈 8 樓至 10 樓 電話號碼：2748 6943 傳真號碼：2748 6937</p>	<p>Sham Shui Po District Office 8/F-10/F Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Sham Shui Po, Kowloon Tel. No.: 2748 6943 Fax No.: 2748 6937</p>
<p>黃大仙區辦事處 九龍彩虹道 121 號大成街街市大廈 3 樓 電話號碼：2997 9005 傳真號碼：2351 5710</p>	<p>Wong Tai Sin District Office 3/F Tai Shing Street Market Building, 121 Choi Hung Road, Wong Tai Sin, Kowloon Tel. No.: 2997 9005 Fax No.: 2351 5710</p>
<p>油尖區辦事處 九龍油麻地寶靈街 17 號官涌市政大廈 3 樓及 4 樓 電話號碼：2302 1301 傳真號碼：2735 5955</p>	<p>Yau Tsim District Office 3/F & 4/F Kwun Chung Municipal Services Building, 17 Bowring Street, Yau Ma Tei, Kowloon Tel. No.: 2302 1301 Fax No.: 2735 5955</p>
<p>新界區 New Territories</p>	
<p>沙田區辦事處 新界沙田鄉事會路 138 號新城市中央廣場第 1 座 12 樓 1201-1207 室及 1220-1221 室 電話號碼：2634 0136 傳真號碼：2634 0442</p>	<p>Sha Tin District Office Unit 1201-1207, 1220-1221, 12/F, Tower 1, Grand Central Plaza, 138 Shatin Rural Committee Road, Sha Tin, N.T. Tel. No.: 2634 0136 Fax No.: 2634 0442</p>
<p>大埔區辦事處 新界大埔鄉事會街 8 號大埔綜合大樓 3 字樓 電話號碼：3183 9119 傳真號碼：2650 1171</p>	<p>Tai Po District Office 3/F Tai Po Complex, No. 8 Heung Sze Wui Street, Tai Po, N.T. Tel. No.: 3183 9119 Fax No.: 2650 1171</p>
<p>北區辦事處 新界上水智昌路 13 號石湖墟綜合大樓 4 樓 電話號碼：2679 2815 傳真號碼：2679 5695</p>	<p>North District Office 4/F Shek Wu Hui Municipal Services Building, 13 Chi Cheong Road, Sheung Shui, N.T. Tel. No.: 2679 2815 Fax No.: 2679 5695</p>
<p>西貢區辦事處 新界西貢親民街 34 號西貢政府合署 5 樓 電話號碼：2163 9103 傳真號碼：2792 9937</p>	<p>Sai Kung District Office 5/F Sai Kung Government Offices Building, 34 Chan Man Street, Sai Kung, N.T. Tel. No.: 2163 9103 Fax No.: 2792 9937</p>
<p>葵青區辦事處 新界葵涌興芳路 166-174 號葵興政府合署 9 樓 電話號碼：2619 9482 傳真號碼：2480 4023</p>	<p>Kwai Tsing District Office 9/F Kwai Hing Government Offices Building, 166-174 Hing Fong Road, Kwai Chung, N.T. Tel. No.: 2619 9482 Fax No.: 2480 4023</p>
<p>荃灣區辦事處 新界荃灣楊屋道綜合大樓 3 樓 電話號碼：2212 9735 傳真號碼：2414 8809</p>	<p>Tsuen Wan District Office 3/F Yeung Uk Road Municipal Services Building, Tsuen Wan, N.T. Tel. No.: 2212 9735 Fax No.: 2414 8809</p>
<p>屯門區辦事處 新界屯門屯喜路 1 號屯門政府合署 1 樓及 3 樓 電話號碼：2451 3113 傳真號碼：2452 6559</p>	<p>Tuen Mun District Office 1/F & 3/F Tuen Mun Government Offices Building, 1 Tuen Hi Road, Tuen Mun, N.T. Tel. No.: 2451 3113 Fax No.: 2452 6559</p>
<p>元朗區辦事處 新界元朗橋樂坊 2 號 元朗政府合署及大橋街市 2 樓至 5 樓 電話號碼：2920 7605 傳真號碼：2477 5099</p>	<p>Yuen Long District Office 2F-5/F Yuen Long Government Offices and Tai Kiu Market, 2 Kiu Lok Square, Yuen Long, N.T. Tel. No.: 2920 7605 Fax No.: 2477 5099</p>