



食物環境衛生署
Food and Environmental Hygiene Department

申請續發卡拉OK場所許可證/臨時卡拉OK場所許可證*
APPLICATION FOR RENEWAL OF KARAOKE ESTABLISHMENT PERMIT /
PROVISIONAL 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：分區辦事處秘書
To : District Secretary

本人欲就下述處所申請續發卡拉OK場所許可證/臨時卡拉OK場所許可證*。

I intend to apply for the renewal of the Karaoke Establishment Permit/Provisional 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.)

- (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) 現時有效許可證號碼： _____
Current valid permit no.

- (9) 卡拉 OK 場所地址：
Address of the karaoke establishment

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

- (10) 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

- (11) 申請續發許可證之處所的資料有沒有任何更改？
Any change of particulars of the premises under application?

沒有
No

有，請列出詳細資料 _____
Yes, please state details

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

本人明白，倘本人未能在該許可證有效期屆滿前 90 天之內向有關分區辦事處遞交申請書，食物環境衛生署署長或許不會考慮這份申請。（註：臨時許可證則須於有效期屆滿前三星期之內遞交申請。）

I understand that if I fail to submit my application to the respective district office not less than 90 days before the expiration of the Permit, the Director of Food and Environmental Hygiene may not consider the application. (Note: Application for renewal of a provisional permit has to be submitted three weeks before the expiry of the permit.)

日期 (日/月/年)
Date (dd/mm/yyyy)

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
NOTICE TO APPLICANT

1. 申請時須向有關分區辦事處交付如下：

The following items have to be submitted to the respective district office at the time of the application:

- (i) 有效的卡拉OK場所許可證副本；以及
a copy of the valid Karaoke Establishment Permit; and
- (ii) 有效的食肆牌照副本。
a copy of the valid Restaurant Licence.

2. 按照《卡拉OK場所條例》(第573章) 第10條的規定，食物環境衛生署署長若決定拒絕你有關續發許可證的申請，必須以書面給予通知。假如你對署長的決定感到不滿，可根據《卡拉OK場所條例》(第573章) 第12條的規定，在宣布有關決定的通知書送達給你後的28天內，向行政上訴委員會提出上訴。

Pursuant to section 10 of the Karaoke Establishments Ordinance (Cap. 573), the Director of Food and Environmental Hygiene shall inform you in writing of any decision made to reject your application for the renewal of permit. If you are dissatisfied with the decision made by the Director, you may within 28 days after the service on you of the notice declaring the decision appeal to the Administrative Appeals Board in accordance with section 12 of the Karaoke Establishments Ordinance (Cap. 573).

申請人亦可在政府表格網頁：www.info.gov.hk/forms/chinese/main.htm 以電子形式提交申請，並須一併以電子形式提交有關文件。

Applicant may also submit electronic applications together with the relevant documents via Government Forms website : www.info.gov.hk/forms/english/main.htm.

申請續發卡拉OK場所許可證/臨時卡拉OK場所許可證*APPLICATION FOR RENEWAL OF KARAOKE ESTABLISHMENT PERMIT /
PROVISIONAL KARAOKE ESTABLISHMENT PERMIT*

(簽發予以公司名義申請者)

(TO BE ISSUED IN THE NAME OF A CORPORATION)

致：分區辦事處秘書

To : District Secretary

本人欲代表下述公司申請續發卡拉OK場所許可證/臨時卡拉OK場所許可證*。

I intend to apply for the renewal of the Karaoke Establishment Permit/Provisional 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) 現時有效許可證號碼： _____
Current valid permit no.(3) 申請許可證的處所地址：
Address of premises under application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.
- 公司註冊地址： _____
Address of registered office
- _____
- (3) 執行董事姓名：(中文) _____ (英文) _____ (先生/女士*)
Name of managing director (Chinese) (English) (Mr./Ms*)
- (4) 住址： _____
Residential address
- _____ 電話號碼： _____
Tel no.
- (5) 獲授權代表姓名：(中文) _____ (英文) _____ (先生/女士*)
Name of the authorised representative (Chinese) (English) (Mr./Ms.*)
- (6) 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 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)

Company chop
公司印章

* 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 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) 該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.

申請人亦可在政府表格網頁：www.info.gov.hk/forms/chinese/main.htm 以電子形式提交申請，並須一併以電子形式提交有關文件。

Applicant may also submit electronic applications together with the relevant documents via Government Forms website : www.info.gov.hk/forms/english/main.htm.

申請續發卡拉OK場所許可證／臨時卡拉OK場所許可證*
**APPLICATION FOR RENEWAL OF KARAOKE ESTABLISHMENT PERMIT /
PROVISIONAL KARAOKE ESTABLISHMENT PERMIT***

(簽發予以合夥名義申請者)
(TO BE ISSUED IN THE NAME OF A PARTNERSHIP)

致：分區辦事處秘書
To : District Secretary

本人欲代表下述合夥申請續發卡拉OK場所許可證/臨時卡拉OK場所許可證*。
I intend to apply for the renewal of the Karaoke Establishment Permit/Provisional 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) 現時有效許可證號碼： _____
Current valid permit no.
- (3) 申請許可證的處所地址： _____
Address of premises under application

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) 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) 香港身分證/護照*號碼： _____
Hong Kong identity card/Passport* no.
- (5) 獲授權代表在合夥擔任的職位： _____
Position of authorised representative in the partnership
- (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)

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) 獲授權代表簽署的接受授權通知書。
a Notice of Acceptance of the Authorisation signed by the authorised representative.

申請人亦可在政府表格網頁：www.info.gov.hk/forms/chinese/main.htm 以電子形式提交申請，並須一併以電子形式提交有關文件。

Applicant may also submit electronic applications together with the relevant documents via Government Forms website : www.info.gov.hk/forms/english/main.htm.

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)用於下述目的：

The personal data provided by means of this form will be used by 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 FEHD; and

- (2) 方便食環署職員、其他政府部門的職員與你之間的聯絡。
facilitating communication among staff of 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 the 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 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

<u>中西區環境衛生辦事處</u> 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：2851 7653	<u>Central/Western District Environmental Hygiene Office</u> 10/F, Sheung Wan Municipal Services Building, 345 Queen's Road Central, Hong Kong Tel. no.: 2545 0506 Fax no.: 2851 7653
<u>東區環境衛生辦事處</u> 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 Environmental Hygiene Office</u> 3/F, Quarry Bay Municipal Services Building, 38 Quarry Bay Street, Hong Kong Tel. no.: 3103 7041 Fax no.: 2565 8203
<u>南區環境衛生辦事處</u> 香港香港仔大道 203 號香港仔市政大廈 4 樓 電話號碼：2903 0411 傳真號碼：2873 1608 / 2552 9071	<u>Southern District Environmental Hygiene Office</u> 4/F, Aberdeen Municipal Services Building, 203 Aberdeen Main Road, Hong Kong Tel. no.: 2903 0411 Fax no.: 2873 1608 / 2552 9071
<u>灣仔區環境衛生辦事處</u> 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 Environmental Hygiene Office</u> 7/F, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wanchai, Hong Kong Tel. no.: 2879 5760 Fax no.: 2519 6884
<u>離島區環境衛生辦事處</u> 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	<u>Islands District Environmental Hygiene Office</u> 6/F, Harbour Building, 38 Pier Road, Central, Hong Kong Tel. no.: 2852 3215 Fax no.: 2545 2964

九龍區

Kowloon

<u>九龍城區環境衛生辦事處</u> 九龍馬頭圍道 165 號土瓜灣政府合署 3 樓及 4 樓 電話號碼：2715 4608 傳真號碼：2761 0718	<u>Kowloon City District Environmental Hygiene Office</u> 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
<u>觀塘區環境衛生辦事處</u> 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	<u>Kwun Tong District Environmental Hygiene Office</u> Level 7, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon Tel. no.: 3102 7373 Fax no.: 2343 6734
<u>旺角區環境衛生辦事處</u> 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	<u>Mong Kok District Environmental Hygiene Office</u> 6/F & 7/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon Tel. no.: 2749 362 Fax no.: 2391 5572
<u>深水埗區環境衛生辦事處</u> 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	<u>Sham Shui Po District Environmental Hygiene Office</u> 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
<u>黃大仙區環境衛生辦事處</u> 九龍彩虹道 121 號大成街市大樓 3 樓 電話號碼：2997 9005 傳真號碼：2351 5710	<u>Wong Tai Sin District Environmental Hygiene Office</u> 3/F, Tai Shing Street Market Building, 121 Choi Hung Road, Wong Tai Sin, Kowloon Tel. no.: 2997 9005 Fax no.: 2351 5710
<u>油尖區環境衛生辦事處</u> 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	<u>Yau Tsim District Environmental Hygiene Office</u> 3/F & 4/F, Kwun Chung Municipal Services Building, 17 Bowring Street, Yau Ma Tei, Kowloon Tel. no.: 2302 1301 Fax no.: 2735 5955

新界區**New Territories**

<u>沙田區環境衛生辦事處</u> 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	<u>Sha Tin District Environmental Hygiene Office</u> Unit 1201-1207, 1220-1221, 12/F, Tower 1, Grand Central Plaza, 138 Rural Committee Road, Sha Tin, New Territories Tel. no.: 2634 0136 Fax no.: 2634 0442
<u>大埔區環境衛生辦事處</u> 新界大埔鄉事會街 8 號大埔綜合大樓 3 樓 電話號碼：3183 9119 傳真號碼：2650 1171	<u>Tai Po District Environmental Hygiene Office</u> 3/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories Tel. no.: 3183 9119 Fax no.: 2650 1171
<u>北區環境衛生辦事處</u> 新界上水智昌路 13 號石湖墟市政大廈 4 樓 電話號碼：2749 3627 傳真號碼：2679 5695	<u>North District Environmental Hygiene Office</u> 4/F, Shek Wu Hui Municipal Services Building, 13 Chi Cheong Road, Sheung Shui, New Territories Tel. no.: 2749 3627 Fax no.: 2679 5695
<u>西貢區環境衛生辦事處</u> 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	<u>Sai Kung District Environmental Hygiene Office</u> 5/F, Sai Kung Government Offices Building, 34 Chan Man Street, Sai Kung, New Territories Tel. no.: 2163 9103 Fax no.: 2792 9937
<u>葵青區環境衛生辦事處</u> 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	<u>Kwai Tsing District Environmental Hygiene Office</u> 9/F, Kwai Hing Government Offices Building., 166-174 Hing Fong Road, Kwai Chung, New Territories Tel. no.: 2619 9482 Fax no.: 2480 4023
<u>荃灣區環境衛生辦事處</u> 新界荃灣楊屋道 45 號楊屋道市政大廈 3 樓 電話號碼：2212 9735 傳真號碼：2414 8809	<u>Tsuen Wan District Environmental Hygiene Office</u> 3/F, Yeung Uk Road Municipal Services Building, 45 Yeung Uk Road, Tsuen Wan, New Territories Tel. no.: 2212 9735 Fax no.: 2414 8809
<u>屯門區環境衛生辦事處</u> 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	<u>Tuen Mun District Environmental Hygiene Office</u> 1/F & 3/F, Tuen Mun Government Offices Building, 1 Tuen Hi Road, Tuen Mun, New Territories Tel. no.: 2451 3113 Fax no.: 2452 6559
<u>元區環境衛生辦事處</u> 新界元朗橋樂坊 2 號元朗政府合署 2 樓至 5 樓 電話號碼：2920 7605 傳真號碼：2477 5099	<u>Yuen Long District Environmental Hygiene Office</u> 2/F-5/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, New Territories Tel. no.: 2920 7605 Fax no.: 2477 5099