

酒 牌 局
LIQUOR LICENSING BOARD

申請會社酒牌續期[#]

《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[#]

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 萬元及監禁兩年。
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續期申請。
Pursuant to Regulation 15(2) of the Dutiable Commodities (Liquor) Regulations (Cap. 109, sub. leg. B), the Liquor Licensing Board requires that you should furnish the following particulars in support of the application for renewal of a club liquor licence.
5. 酒牌處所必須在提交續期申請之前具有最少連續兩年記錄良好，酒牌局才會考慮批准有關酒牌續期兩年。
A liquor-licensed premises must have a good track record for at least two consecutive years immediately before the liquor licence renewal application before the Liquor Licensing Board would consider renewing the liquor licence for two years.
6. 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.

[#] 請參閱「申請人須知」有關在申請酒牌續期時同時申請修訂酒牌上任何資料。
Please refer to "Notice to Applicant" on applying for amendment(s) to the particulars on the licence along with a renewal application.

申請人填寫部份 TO BE COMPLETED BY APPLICANT

1. 本人 _____ (_____) 是該會社秘書，現申請
I, _____ (申請人中文姓名) _____ (English Name of Applicant, Surname First) being the club secretary hereby apply

下述處所的會社酒牌續期／續期及修訂* -

for renewal/renewal and amendment(s)* of a club liquor licence in respect of the following premises -

會社名稱： _____
(中文) (Chinese)

Name of Club: _____
(英文) (English)

2. 會社酒牌牌照號碼： _____
Club Liquor Licence No.

3. (a) 會社中文地址： _____
(地域及地區，街道名稱，門牌／地段號碼，大廈／村或屋邨名稱，座，樓數／樓層，室／房／店鋪)

_____ (如涉及多於一條街道，請詳述)

- (b) English Address of the Club: _____
(Flat/Room/Shop, Floor/Level, Block, Building Name/Name of Estate or Village, Building No./Lot No., Street Name, District and Region)

_____ (If more than one road/street is involved, please specify)

4. 聯絡資料：
Contact Information

- (a) 電話號碼： _____ (i) 辦公室： _____ (ii) 手提： _____
Tel. No. Office Mobile

- (b) 傳真號碼： _____ (c) 電郵地址： _____ @ _____
Fax No. Email Address

5. 持牌人姓名： _____ (_____)
Name of Licence Holder (中文姓名) (English Name, Surname First)

日期
Date

會社秘書簽署
Signature of Club Secretary

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

持牌人填寫部份 TO BE COMPLETED BY LICENCE HOLDER

1. 姓名 (中文): _____ (先生/女士*)
Name (English): (Mr./Ms.*) _____
2. 香港身份證號碼: _____ (□□)
HKID Card No.
3. 通訊資料:
Correspondence Information
- (a) 通訊地址:
Correspondence Address
- _____
(地域及地區, 街道名稱, 門牌/地段號碼, 大廈/村或屋邨名稱, 座, 樓數/樓層, 室/房/店鋪)
(Flat/Room/Shop, Floor/Level, Block, Building Name/Name of Estate or Village, Building No./Lot No., Street Name, District and Region)
- _____

- (b) 電話號碼: (i) 辦公室: _____ (ii) 手提: _____
Tel. No. Office Mobile
- (c) 傳真號碼: _____ (d) 電郵地址: _____ @ _____
Fax No. Email Address
- (e) 請選擇日後通訊方式 (請參閱「申請人須知」第3項): ☐ 信件 ☐ 電郵
Preferred means of communication in future: By letter By email
(Please refer to item 3 of the "Notice to Applicant")

4. 你曾否因犯刑事案件而在香港或其他地方被定罪?
Have you ever been convicted of any criminal offence in Hong Kong or elsewhere?

☐ 有, 請提供詳情 (如多於四項, 請另頁填報):
Yes, please give details of convictions (Please provide on separate sheet if more than 4 items)

| 被判罪行 Convicted Offence | 定罪日期 Date of Conviction | 刑罰性質及罰款 Nature of Punishments and Fine |
|---------------------------|----------------------------|---|
| | | |
| | | |
| | | |
| | | |

☐ 否
No

☐ 請在適當的方格內填上「✓」號。Please tick the appropriate box(es).
* 請刪去不適用者。Please delete where appropriate.

5. 你曾否因違反與售酒有關的法例而被定罪？
Have you ever been convicted of any offence relating to liquor selling?

☐ 有，請提供詳情（如多於四項，請另頁填報）：
Yes, please give details of convictions (Please provide on separate sheet if more than 4 items)

| 被判罪行 Convicted Offence | 定罪日期 Date of Conviction | 刑罰性質及罰款 Nature of Punishments and Fine |
|---------------------------|----------------------------|---|
| | | |
| | | |
| | | |
| | | |

☐ 否
No

6. (a) 擁有會社的人的姓名／商業機構的名稱：
Name of Person(s)/Business Organisation Owning the Club

- (b) 如上述處所是由公司經營：
If the premises is run by a company

- (i) 公司的商業登記號碼：
Business Registration No. of the company

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- (ii) 公司董事的中英文姓名和香港身份證號碼：
Name (in English and Chinese) and HKID Card No. of the director(s) of the company

| |
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| |

- (c) 如上述處所是以獨資經營人或合夥人經營：
If the premises is run by a sole proprietor or partners

- (i) 獨資經營人或合夥人的中英文姓名和香港身份證號碼：
Name (in English and Chinese) and HKID Card No. of the sole proprietor or partners

| |
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| |
| |

7. 營業及與管理有關的資料：
Business and Management Related Information

請以 24 小時格式填寫 Please state in 24-hour format

- (a) 會社的營業時間是：
Business hours of the club are

由：： 至：：
From to

由：： 至：：
From to

- (b) 會社供應酒類的時間是：
Liquor supplying hours are

由：： 至：：
From to

由：： 至：：
From to

☐ 請在適當的方格內填上「✓」號。Please tick the appropriate box(es).

(c) 會社最繁忙的營業時間是： 由： : 至： :
The peak business hours are From to

由： : 至： :
From to

8. (a) 你的當值時間（以 24 小時格式填寫）是： 由： : 至： :
Your duty hours (in 24-hour format) are From to

由： : 至： :
From to

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

(c) 你會否委任指定的人？
Will any nominee be appointed?

☐ 會，該名指定的人的全部詳情（中英文姓名和香港身份證號碼）：
Yes, nominee's full particulars (Name in English and Chinese and HKID Card No.)

☐ 否
No

獲提名的後備持牌人的資料 INFORMATION OF NOMINATED RESERVE LICENSEE

i. 當酒牌持有人未能管理處所（例如因患病或放假）、離職或申請取消酒牌時，獲提名的後備持牌人可為該處所新簽發酒牌的申請人。

In case the liquor licence holder is unable to manage the premises (for example, due to illness or leave), resigns from the post or applies for cancellation of the liquor licence, the nominated reserve licensee can be the applicant for the issue of a new liquor licence in respect of the premises.

ii. 酒牌持有人在患病或暫時不在場時，須根據《應課稅品（酒類）規例》（第 109 章，附屬法例 B）第 24 條向酒牌局秘書申請授權獲提名的後備持牌人或其他人士暫時管理該處所。

In case of illness or temporary absence, application is required to be made to the Secretary to the Liquor Licensing Board for authorising the nominated reserve licensee or any other person to temporarily manage the premises under Regulation 24 of the Dutiable Commodities (Liquor) Regulations (Cap. 109, sub. leg. B).

9. 你會否提名後備持牌人？
Will you nominate a reserve licensee?

☐ 會，請填寫於附件一的後備持牌人提名申請表格，並連同此表格一併遞交
Yes, please complete application form for Nomination of Reserve Licensee form at **Annex I** and submit together with this form

☐ 否
No

10. 售酒的收入佔店鋪總收入的百分比為： _____ %
The percentage of revenue generated from liquor selling to the total revenue of the subject premises

☐ 請在適當的方格內填上「✓」號。Please tick the appropriate box(es).

11. 你會否同時申請修訂？（如欲同時申請修訂，請參閱「申請人須知」第2項）

Do you wish to apply for amendment simultaneously? (Please refer to item 2 of the "Notice to Applicant")

☐ 會，請填寫第12項
Yes, please complete item 12

☐ 否
No

12. 修訂的性質：

Nature of Amendment(s)

☐ 在領有酒牌處所加入新的部分
Addition of a New Portion to Licensed Premises

☐ 縮減處所現行的領有酒牌範圍
Deletion of a Portion from Licensed Premises

擬議修訂的會社中文地址：

（地域及地區，街道名稱，門牌／地段號碼，大廈／村或屋邨名稱，座，樓數／樓層，室／房／店鋪）

（如涉及多於一條街道，請詳述）

Proposed Amendment to the Club's English Address:

(Flat/Room/Shop, Floor/Level, Block, Building Name/Name of Estate or Village, Building No./Lot No., Street Name, District and Region)

(If more than one road/street is involved, please specify)

☐ 更改在牌照上的附加持牌條件
Change of the Additional Licensing Condition Imposed on the Licence

詳情：
Details

申請更改現有附加持牌條件的原因是：

The reason(s) for application for change of existing additional licensing condition(s) is/are

（倘未有足夠空位填寫答案，請另用白紙繕寫）

(If insufficient space is available for your answer, please continue on a blank sheet of paper)

☐ 請在適當的方格內填上「✓」號。Please tick the appropriate box(es).

☐ 更改會社名稱
Change of Club Name

擬議修訂的會社名稱：_____

(中文) (Chinese)

Proposed Amendment to the Club Name: _____

(英文) (English)

☐ 其他
Others

詳情：_____

Details

☐ 請在適當的方格內填上「✓」號。Please tick the appropriate box(es).

申請人的諮詢人 REFERENCES FOR APPLICANT

- i. 下述人士，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本人。他（她）們願意作本人的諮詢人，證明本人聲譽良好，適宜持有酒牌。他（她）們並同意酒牌局及有關政府部門利用他（她）們的個人資料，作處理本人向酒牌局遞交的酒牌申請。

The below-named persons, 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 me, are willing to act as my referees certifying that I am a person of good fame and reputation and fit and proper to hold a liquor licence. They have given their consent that their personal data will be used by the Liquor Licensing Board and all concerned government departments for carrying out activities relating to my application for a liquor licence.

- ii. 本人及下述人士同意在處理申請過程中，如酒牌局認為有需要確認以下的資料，會與下述人士聯絡。
I and the below-named persons agree that if the Liquor Licensing Board, in the process of handling the application for liquor licence, considers the need to confirm the below-mentioned information, the Liquor Licensing Board would contact the below-named persons.

- iii. 就本人所提交的酒牌申請，茲證明下述人士願意作本人的諮詢人，並已同意利用下述的個人資料，供酒牌局及有關政府部門處理本人向酒牌局遞交的酒牌申請。

In respect of my liquor licence application, I certify that the below-named persons are willing to act as my referees and have given their consent that their personal data will be used by the Liquor Licensing Board and all concerned government departments for carrying out activities relating to my application for a liquor licence.

諮詢人 1 Referee 1

姓名（中文）：_____（先生／女士*）

Name (English): (Mr./Ms.*) _____

通訊地址：_____

Correspondence Address

_____ 電話號碼：_____
Tel. No.

本人認識上述的諮詢人的時間有：_____年 _____月
I have known the above referee for a period of _____ years _____ months

諮詢人 2 Referee 2

姓名（中文）：_____（先生／女士*）

Name (English): (Mr./Ms.*) _____

通訊地址：_____

Correspondence Address

_____ 電話號碼：_____
Tel. No.

本人認識上述的諮詢人的時間有：_____年 _____月
I have known the above referee for a period of _____ years _____ months

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

本人有意為上述處所申請會社酒牌續期。本人明白貴局不會受理在牌照期滿前超過四個月提出的續期申請；本人亦明白續期申請如未能在牌照期滿前最少三個月內提交，則酒牌未必能及時獲貴局續期。若會社酒牌的有效期為三個月，本人明白貴局不會受理在牌照期滿前超過三個月提出的續期申請；本人亦明白續期申請如未能在牌照期滿前最少兩個月內提交，則酒牌未必能及時獲貴局續期。

I intend to apply for renewal of the club liquor licence in respect of the abovesaid premises. I understand that the Board will not accept application for renewal more than 4 months prior to the expiry of the licence and if I fail to submit my application to the Board at least 3 months prior to the expiry of the licence, the licence may not be renewed by the Board in time. Where the period of club liquor licence is 3 months, I understand that the Board will not accept application for renewal more than 3 months prior to the expiry of the licence and if I fail to submit my application to the Board at least 2 months prior to the expiry of the licence, the licence may not be renewed by the Board in time.

本人同意所有政府部門向酒牌局提供該部門持有有關本人的個人資料，供酒牌局處理本人向酒牌局遞交的會社酒牌續期申請，以及用於與上述申請有直接關係的用途。

I hereby give consent to all government departments to provide my personal data kept by the departments to the Liquor Licensing Board for the purpose of, or any purpose directly related to, the handling of my application for renewal of club liquor licence made to the Liquor Licensing Board.

日期
Date

持牌人簽署
Signature of Licence Holder

申請人須知 **NOTICE TO APPLICANT**

1. 申請人提出續期申請時，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 renewal application:

- ☐ 持牌人的近照（35 毫米 x 40 毫米）兩張（如透過網上牌照服務系統遞交申請，請參閱系統內有關數碼相片的規格要求）。

2 recent photographs (35mm x 40mm) of the licence holder (for application submitted through the Online Licence Services System, please refer to the specifications for digital photos specified in the system).

2. 申請人可於會社酒牌續期申請時同時申請修訂酒牌上任何資料。如只欲申請修訂酒牌上任何資料而非續期，請填寫申請表格 FEHB 107C。

Applicant may apply for amendment(s) to the particulars on the liquor licence along with the renewal application. If the applicant wishes to apply only for amendment(s) to the particulars on the licence but not renewal, the applicant should complete application form FEHB 107C instead.

3. 申請人可選擇以信件或電郵作為日後酒牌局與申請人的通訊方式。申請人如選擇以電郵作為通訊方式，須向酒牌局提供一個有效的電郵地址，經系統核實後，該電郵地址會用作接收酒牌局向申請人發出的電郵。如在申請期間需更改電郵地址，申請人須登入網上牌照服務系統內「我的帳戶」作出修改。

Applicant may choose to use letter or email for future communication between the Liquor Licensing Board and the applicant. If the applicant chooses email as the mode of communication, the applicant is required to provide a valid email address to the Liquor Licensing Board. After verification by the system, the email address will be used to receive any email sent by the Liquor Licensing Board to the applicant. If the applicant needs to change the email address during the application, the applicant can log in “My Account” in the Online Licence Services System to make changes.

4. 在處理申請過程中，如酒牌局認為有需要其他文件或資料以支持有關申請，會要求申請人遞交有關文件或資料始安排審議。

If the Liquor Licensing Board, in the process of handling the application, considers that other documents or information is required to substantiate the related application, the applicant will be required to submit the related documents and information before deliberation to be arranged.

5. 申請人須在提交申請後，立刻安排在一份報章刊登有關其申請的公告。

Applicant is required to make immediate arrangement to place an advertisement in one newspaper on submission of application.

6. 酒牌持有人須遵守的「一般持牌條件」已載述於《酒牌及會社酒牌申請指南》內以供參閱。

A set of “general licensing conditions” which the liquor licence holder has to observe has been set out in “A Guide to Application for Liquor Licences and Club Liquor Licences” for reference.

7. 有關酒牌局審批酒牌申請的準則，請參閱酒牌局網頁上的《審批酒牌申請的準則指引》。

For the criteria used in vetting liquor licence applications by the Liquor Licensing Board, applicant may refer to “Guidelines on Assessing Liquor Licence Application” on the Liquor Licensing Board website.

- ☐ 請在適當的方格內填上「✓」號。Please tick the appropriate box(es).

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 Purpose

1. 收集資料的目的
Purposes of Collection

酒牌局及食物環境衛生署(食環署)會利用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 (FEHD) for:

- (a) 處理有關向酒牌局申請新簽發／轉讓／續發／修訂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 applications for the new issue/transfer/renewal/amendment 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) 方便食環署職員及其他政府部門的職員與你互相聯絡。
facilitating communication among staff of FEHD, 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，則食環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, FEHD 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。食環署應查閱要求而提供資料時，可能會徵收費用。

You have a right of access and correction with respect to 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：
Enquiries concerning 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 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 樓
酒牌局助理秘書
電話號碼：2729 1126／2729 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 樓
酒牌局助理秘書
電話號碼：3183 9255／3183 9220
傳真號碼：2606 3350

Hong Kong & Islands

Assistant Secretary
Liquor Licensing Board,
8th Floor, Lockhart Road Municipal Services Building,
225 Hennessy Road, Wanchai, Hong Kong
Tel. No.: 2879 5779/2879 5728
Fax No.: 2507 2964

Kowloon

Assistant Secretary
Liquor Licensing Board,
4th Floor, Pei Ho Street Municipal Services Building,
333 Ki Lung Street, Sham Shui Po, Kowloon
Tel. No.: 2729 1126/2729 1237
Fax No.: 3146 5319

New Territories

Assistant Secretary
Liquor Licensing Board,
4th Floor, Tai Po Complex,
No. 8, Heung Sze Wui Street,
Tai Po, New Territories
Tel. No.: 3183 9255/3183 9220
Fax No.: 2606 3350

致 酒牌局秘書

(經 (分區牌照辦事處地址)

電話號碼：

傳真號碼：

)

執事先生／女士：

後備持牌人提名

[適用於酒牌申請人預先提名一名後備持牌人，
在持牌人不在場的情況下管理酒牌處所，
為期不超過牌照有效期的日數的 25%¹。]

店名：_____

處所地址：_____

本人 _____ (_____)，持有
(酒牌申請人的中文姓名) (英文姓名)

香港身份證號碼： _____ ()，是上述處所的新酒牌／
酒牌續期／酒牌轉讓*的申請人。(如適用)處所現有的酒牌(酒牌牌
照號碼為 _____)有效期為 _____ 至 _____。
(日／月／年) (日／月／年)

本人現提名 _____ (_____)，
(獲提名的後備持牌人的中文姓名) (英文姓名)

持有香港身份證號碼： _____ ()，在本人成為持牌人／
本人的牌照獲續期／本人的牌照獲轉讓*後，於有關的酒牌牌照有效期內因
本人患病或暫時事故離開處所不在場時，代本人管理上述酒牌處所。

本人同意香港警務處處長向酒牌局秘書提供香港警務處持有有關
本人的個人資料，供用於處理上述申請，或與該申請有關的用途上。

(酒牌申請人簽署)

日期：_____

* 請刪去不適用者。

¹ 根據《應課稅品(酒類)規例》(第109章，附屬法例B)第24(2)、(3)及(4)條的規定，最長時間(或多於一段期間的總長度)以酒牌有效期的日數的25%為上限；就有效期超過一年的酒牌而言，每段期間長度不得超過90日(在牌照有效期內的任何連續12個月內，多於一段期間的總長度不得超過90日)。

(由獲提名的後備持牌人填寫^(見註))

本人 _____ (_____)，持有
(獲提名的後備持牌人的中文姓名) (英文姓名)

香港身份證號碼： _____ () (電話號碼： _____；傳
真號碼： _____)，現願意接受上述提名，於持牌人離開處所
崗位期間，成為後備持牌人管理上述處所。本人明白在上述期間，本人
須被當作為該處所的持牌人，並必須遵守酒牌上列明的所有持牌條件。

本人同意香港警務處處長向酒牌局秘書提供香港警務處持有有
關本人的個人資料，供用於處理上述申請，或與該申請有關的用途上。

(獲提名的後備持牌人簽署)

日期： _____

請呈交下列文件：

1. 獲提名的後備持牌人的身份證副本一份。
2. 獲提名的後備持牌人的近照一張。

(註：酒牌局就所有後備持牌人的提名申請會諮詢警方意見。一般情況下，酒牌局秘書會於新酒牌／酒牌續期／酒牌轉讓申請批准後約八星期內考慮審批後備持牌人的提名申請。)

To: Secretary, Liquor Licensing Board

c/o (address of regional licensing office concerned

Tel. No.:

Fax No.:

)

Dear Sir/Madam,

Nomination of Reserve Licensee

[Applicable to nomination of a reserve licensee in advance
to manage the premises during the absence of the liquor licensee
for a period not exceeding 25%¹ of the number of days of validity period of the licence.]

Shop Sign : _____

Address of the Premises : _____

I, _____ (English name of Applicant) _____ (Chinese name) holder of HKID Card

No.: _____ (), am the applicant of the application for new issue/renewal/
transfer* of the liquor licence in respect of the above premises. The current liquor licence (Liquor
Licence No. _____) in respect of the premises is valid from
_____ to _____ (if applicable).
(dd/mm/yyyy) (dd/mm/yyyy)

I would like to nominate _____ (English name of Nominated Reserve Licensee) _____ (Chinese name),

holder of HKID Card No.: _____ (), to manage the above premises in case of
my illness or temporary absence within the validity period of the liquor licence, upon
issuance/renewal/transfer* of the licence.

I hereby give consent to the Commissioner of Police to provide my personal data kept
by the Hong Kong Police Force to the Secretary of the Liquor Licensing Board for the purpose of,
or any purpose related to, the handling of the above application.

(Signature of Applicant)

Date: _____

* Please delete where appropriate.

¹ Pursuant to Regulations 24(2), (3) and (4) of the Dutiable Commodities (Liquor) Regulations (Cap. 109, sub. leg. B), the maximum period (or the aggregate of the periods) is capped at 25% of the number of days of the validity period of the liquor licence, and for a liquor licence with a validity period of more than one year, each period must not exceed 90 days (and the aggregate of the periods must not exceed 90 days within any 12 consecutive months in the validity period of the licence).

(To be completed by the Nominated Reserve Licensee (see Note))

I, _____ (_____) holder of HKID Card
(English name of Nominated Reserve Licensee) (Chinese name)

No.: _____ (_____) (Tel. No.: _____; Fax No.: _____),
hereby accept the nomination to manage the above premises during the absence of the liquor licensee. I understand that I shall be deemed to be the liquor licensee of the premises and shall comply with all the licensing conditions specified on the liquor licence during the period of the licensee's absence.

I hereby give consent to the Commissioner of Police to provide my personal data kept by the Hong Kong Police Force to the Secretary of the Liquor Licensing Board for the purpose of, or any purpose related to, the handling of the above application.

(Signature of Nominated Reserve Licensee)

Date: _____

Please enclose the following documents:

1. A copy of HKID Card of the nominated reserve licensee.
2. A recent photograph of the nominated reserve licensee.

(Note: All applications for nomination of reserve licensee will be referred to the Police for comment. Thereafter, the Secretary of the Liquor Licensing Board will, in general, consider the application for nomination of reserve licensee in about **8 weeks upon the approval of new issue/renewal/transfer applications of liquor licence.**)