

酒牌局
LIQUOR LICENSING BOARD

申請轉讓會社酒牌[#]
《應課稅品條例》(第 109 章)《應課稅品(酒類)規例》

APPLICATION FOR TRANSFER 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轉讓申請。
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 transfer of a club liquor licence to you.
5. 申請表的擬議持牌人須為會社秘書或其他獲會社為該目的而指定的人。
The proposed licence holder referred to in this application form shall be the club secretary or other person nominated by the club.
6. 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.
7. 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」有關在申請酒牌轉讓時同時申請修訂酒牌上任何資料及／或酒牌續期。
Please refer to "Notice to Applicant" on applying for amendment(s) to the particulars on the licence and/or renewal along with a transfer application.

申請人填寫部份 TO BE COMPLETED BY APPLICANT

A. 轉讓會社酒牌申請的聲明 DECLARATION RELATING TO TRANSFER APPLICATION

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

現擬申請轉讓會社酒牌 -
hereby apply transfer of the club liquor licence -

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： _____ (d) 電郵地址： _____ @ _____
Fax No. Email Address

5. 由 _____ (_____)
from _____ (持牌人中文姓名) _____ (English Name of Current Licence Holder, Surname First)

轉讓給擬議持牌人 _____ (_____)。
to proposed licence holder _____ (中文姓名) _____ (English Name, Surname First)

6. 轉讓原因是：

The reason for transfer is

持牌人不能在當值時間當值
Licensee cannot be on duty on the premises

離職／退休
Resign/Retire

股份／生意轉讓
Transfer of Share/Business

其他，請說明：_____

Others, please specify

7. 本人同時申請酒牌續期／修訂酒牌上的資料*。

I am applying for renewal/amendment(s) to the particulars on the licence along with the transfer application*.

日期
Date

會社秘書簽署
Signature of Club Secretary

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.

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

B. 現時會社酒牌持有人同意把會社酒牌轉讓給擬議持牌人 CONSENT OF THE CURRENT CLUB LIQUOR LICENCE HOLDER TO TRANSFER THE CLUB LIQUOR LICENCE TO THE PROPOSED LICENCE HOLDER

本人 _____ (_____) 是現時會社酒牌
I, _____ (中文姓名) _____ (English Name, Surname First) being the current club liquor

(會社酒牌牌照號碼: _____) 的持有人, 現同意把位於下列處所的會社酒牌
Club Liquor Licence No. _____ licence holder consent to the transfer of the club liquor licence
in respect of the premises situated at

_____ (領有牌照處所的地址) (Address of Licensed Premises)

轉讓給 _____ (_____) 。
to _____ (擬議持牌人中文姓名) _____ (English Name of Proposed Licence Holder, Surname first)

如上述會社酒牌轉讓申請不獲批准, 本人將會/不會*以現時持牌人身分為會社酒牌續期。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, 則會社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, 本人明白續期申請如未能在牌照期滿前最少兩個月內提交, 則會社酒牌未必能及時獲貴局續期。

If the aforesaid transfer application is not approved, I will/will not* renew the club liquor licence in the capacity of a current licence holder. And I understand that 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 liquor licence is 3 months, I understand that 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.

日期
Date

持牌人簽署
Signature of Licence Holder

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

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

C. 擬議持牌人的個人資料 PERSONAL INFORMATION OF PROPOSED LICENCE HOLDER

1. 姓名 (中文): _____ (先生/女士*)

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

2. 香港身分證號碼: _____ ()
HKID Card No.

3. 出生日期: _____
Date of Birth (日 Day/月 Month/年 Year)

4. 住址:
Residential 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)

5. 通訊地址:
Correspondence Address

與住址相同
Same as Residential Address

與處所地址相同
Same as Premises Address

(如與住址或處所地址不同, 請說明):
(If different from the residential address or premises address, please specify)

(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)

6. 電話號碼: (a) 辦公室: _____ (b) 手提: _____
Tel. No. Office Mobile

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

8. 你在會社擔任的職位: _____
The position you hold in the club

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.

9. 請提供你以往在售賣及供應酒類方面的經驗的全部詳情：
Please provide in full detail your previous experience in connection with the sale and supply of liquor

有關售賣及供應酒類處所的地址 Address of Liquor-selling/supplying Premises Concerned	工作時段（年份） Period of Employment (year)	工作性質 Position of Employment
	-	
	-	
	-	
	-	

10. 你目前持有以下哪種牌照？
What licence(s) below do you hold at present?

公眾娛樂場所牌照
Places of Public Entertainment Licence

如有，請列明
If yes, please state

(a) 店名 Shop Sign _____

(b) 處所地址 Premises Address _____

卡拉 OK 場所許可證／
牌照
Karaoke Establishment Permit/Licence

如有，請列明
If yes, please state

(a) 店名 Shop Sign _____

(b) 處所地址 Premises Address _____

按摩院牌照
Massage Establishment Licence

如有，請列明
If yes, please state

(a) 店名 Shop Sign _____

(b) 處所地址 Premises Address _____

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

11. 你以前曾持有以下哪種牌照？（如你曾多次持有以下牌照，請提供最近兩次的資料。）
 What licence(s) below have you ever held previously?
 (If you have ever held the following licences for many times, please provide information related to the latest two times.)

請列明有關時段（年份）
 Please state the period (year)

公眾娛樂場所牌照
 Places of Public
 Entertainment Licence

-
 Y Y Y Y

店名 Shop Sign

處所地址 Premises Address

-
 Y Y Y Y

店名 Shop Sign

處所地址 Premises Address

卡拉 OK 場所許可證／
 牌照
 Karaoke Establishment
 Permit/Licence

-
 Y Y Y Y

店名 Shop Sign

處所地址 Premises Address

-
 Y Y Y Y

店名 Shop Sign

處所地址 Premises Address

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

按摩院牌照
Massage Establishment
Licence

□ □ - □ □
Y Y Y Y

店名 Shop Sign

處所地址 Premises Address

□ □ - □ □
Y Y Y Y

店名 Shop Sign

處所地址 Premises Address

12. 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

13. 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

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

D. 與管理有關的資料 INFORMATION RELATING TO MANAGEMENT

14. 你以下列哪一種身分申領牌照？

In what capacity are you applying for a licence?

獨資經營人
Sole Proprietor

合夥人 請提供其他合夥人的中英文姓名和香港身分證號碼：
Partner Please provide name (in English and Chinese) and HKID Card No. of other partner(s)

有限公司董事 請提供其他董事的中英文姓名和香港身分證號碼：
Director of a Limited Company Please provide name (in English and Chinese) and HKID Card No. of other director(s)

僱員 請提供受僱職位：
Employee Please state employment position

並請提供所有僱主的中英文姓名和香港身分證號碼（如申領酒牌之處所的擁有人是一間有限公司，請提供董事名單）：

and provide name (in English and Chinese) and HKID Card No. of (all) your employer(s) (if the owner of the establishment under application for a liquor licence is a limited company, please provide a list of the director(s))

其他，請說明：_____
Others, please specify

15. (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分證號碼）：
Yes, nominee's full particulars (Name in English and Chinese and HKID Card No.)

否
No

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

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

1. 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.

2. 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 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).

16. 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 for Nomination of Reserve Licensee form and submit at **Annex I** together with this form
- 否
No

E. 與會社有關的資料 INFORMATION RELATING TO THE CLUB

17. (a) 擁有會社的人的姓名／商業機構的名稱：_____
- (中文) (Chinese)
- Name of Person(s)/Business Organisation Owning the Club: _____
- (英文) (English)
- (b) 商業登記號碼（倘該會社是由商業機構擁有）：_____
- Business Registration No. (if the club is owned by a business organisation)

18. 營業的資料：
Business information

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

- (a) 該會社的營業時間為：
The opening hours of the club are
- | | |
|-----------|-----------|
| 由：□□ : □□ | 至：□□ : □□ |
| From | to |
| 由：□□ : □□ | 至：□□ : □□ |
| From | to |
- (b) 會社的供應酒類時間是：
The liquor supplying hours of the club are
- | | |
|-----------|-----------|
| 由：□□ : □□ | 至：□□ : □□ |
| From | to |
| 由：□□ : □□ | 至：□□ : □□ |
| From | to |
- (c) 會社預期最繁忙的營業時間是：
The expected peak business hours of the club 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).

19. 如會社舉行卡拉 OK 或跳舞活動，請回答此問題 -
Please answer this question if the club provides dancing or karaoke activities
- (a) 你是否打算聘請女招待／女招待領班／舞伴／舞蹈導師？
Do you intend to employ hostesses/hostess leaders/dancing partners/dancing instructors?
- 是 你是否已申請公共舞廳牌照？ 是 否
Yes Have you applied for a Public Dance Hall Licence? Yes No
- 否
No
- (b) 你是否打算聘請卡拉 OK 女侍應／女公關／女伴唱？
Do you intend to employ female karaoke attendants/female public relation officers/female guest relation officers?
- 是，請列明擬聘請人數：_____ 否
Yes, please state the exact number of persons to be employed No
20. 該會社是否會設有酒吧櫃檯？
Will there be a bar counter on the premises?
- 是
Yes
- 否
No
21. 你會否願意接受牌照上所有附加持牌條件？
Will you accept all the additional conditions on the licence?
- 是
Yes
- 否 申請人如不願意接受／要求豁免牌照上任何附加持牌條件，請填寫第 23 項同時申請修訂酒牌上附加持牌條件。
No Please complete item 23 to apply for amendment to the additional condition(s) if you refuse to accept/request to waive any of the additional condition(s) on the licence
22. 你會否同時申請續期？（如欲同時申請續期，請參閱「申請人須知」第 3 項）
Do you wish to apply for renewal simultaneously? (Please refer to item 3 of the “Notice to Applicant”)
- 會 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。
Yes 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.
- 否
No
23. 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”)
- 是，請填寫第 24 項
Yes, please complete item 24
- 否
No
- 請在適當的方格內填上「✓」號。Please tick the appropriate box(es).

24. 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

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

1. 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.

2. 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.

3. 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.

1. 諮詢人 Referee

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 _____ year(s) _____ month(s)

2. 諮詢人 Referee

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 _____ year(s) _____ month(s)

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

本人證明上述各項答覆，都是本人按照所知及所信，據實填報，本人亦明白如作出任何不完整的陳述或聲明、或提供任何不正確資料，本人可能會被當局循簡易訴訟程序審訊，而一經定罪，可被判處罰款 100 萬元及監禁兩年。

I certify that the answers given above are true to the best of my knowledge and belief and understand that if there is any incomplete statement or declaration or any incorrect information, I shall be liable to summary conviction of a fine of \$1,000,000 and to imprisonment for 2 years.

此外，本人明白，倘本人未能履行持牌人一職，酒牌局可以運用權力以處理有關會社酒牌，包括將會社酒牌撤銷。

Besides, I understand that if I fail to discharge the duties of a licence holder, the Liquor Licensing Board may exercise its power to process the club liquor licence, including revocation of the club liquor licence.

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轉讓會社酒牌申請，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 the transfer of club liquor licence made to the Liquor Licensing Board.

日期
Date

擬議持牌人簽署
Signature of Proposed Licence Holder

申請人須知 **NOTICE TO APPLICANT**

1. 申請人提出轉讓申請時，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 transfer application:
 - 擬議持牌人的近照（35 毫米 x 40 毫米）兩張；
2 recent photographs (35mm x 40mm) of the proposed licence holder;
 - 擬議持牌人的香港身分證副本一份；
a copy of the proposed licence holder's HKID Card;
 - 有關委任會社酒牌持有人的會議紀錄副本一份；及
a copy of the minutes regarding the appointment of the club liquor licence holder; and
 - 該會社及公司（如申領酒牌的會社是一間有限公司）的商業登記證副本各一份。
a copy of each of the business registration certificate of the club and company (if the club under application is a limited company).
2. 申請人可於會社酒牌轉讓申請時同時申請修訂酒牌上任何資料。申請人亦可於會社酒牌轉讓申請批准後填寫表格 FEHB 107C 再行申請修訂酒牌上任何資料。
Applicant may apply for amendment(s) to the particulars on the club liquor licence along with the transfer application. The applicant may apply for amendment(s) to the particulars on the licence after the transfer is approved by completing application form FEHB 107C.
3. 如現有會社酒牌將於四個月內期滿，或現有牌照的有效期為三個月並於三個月內期滿，申請人可於酒牌轉讓申請時同時申請會社酒牌續期。
If the existing club liquor licence will expire within 4 months, or the period of the existing licence is 3 months and it will expire within 3 months, applicant may apply for renewal along with the transfer application.
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.

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 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 the 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：

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 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 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 字樓
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)

香港身分證號碼： _____ ()，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)

持有香港身分證號碼： _____ ()，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)

香港身分證號碼： _____ () (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分證副本一份。
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 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.**)