

**酒 牌 局**  
**LIQUOR LICENSING BOARD**

**申請修訂會社酒牌**  
**《應課稅品條例》(第 109 章)《應課稅品(酒類)規例》**

**APPLICATION FOR AMENDMENT 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修訂申請。  
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 amendment of a club liquor licence.
5. 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.

## 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修訂 -  
for 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

## 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2項): ☐ 信件 ☐ 電郵  
Preferred means of communication in future: By letter By email  
(Please refer to item 2 of the "Notice to Applicant")

4. (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) 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)

(c) 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 director(s)

\_\_\_\_\_  
\_\_\_\_\_

(d) 如上述處所是以獨資或合夥人經營:  
If the premises is run by sole proprietorship or partnership

(i) 獨資經營者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 proprietor or partners

\_\_\_\_\_  
\_\_\_\_\_

☐ 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. 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)

☐ 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).

6. 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

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修訂申請，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 amendment of club liquor licence made to the Liquor Licensing Board.

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日期  
Date

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持牌人簽署  
Signature of Licence Holder

## **附註 NOTES**

1. 當酒牌持有人（以僱員身份）去世、離職或申請取消會社酒牌時，如指定的人被獲指派為該處所新簽發會社酒牌的申請人，則有助縮減處理申請的時間。  
In case the liquor licence holder (as an employee) passes away, resigns from the post or applies for cancellation of the club liquor licence, if the nominee is appointed to be the applicant for new issue of a club liquor licence in respect of the premises, it will help to speed up the application processing time.
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 條向酒牌局申請授權指定的人或其他人士作為該處所的暫准牌照持有人。  
In case of illness or temporary absence, the liquor licence holder is required to apply to the Liquor Licensing Board for authorising the nominee or any other person to be the provisional licence holder of the premises under Regulation 24 of the Dutiable Commodities (Liquor) Regulations (Cap. 109, sub. leg. B).
3. 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.

## **申請人須知 NOTICE TO APPLICANT**

1. 申請人提出修訂申請時，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 amendment 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.
3. 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.
4. 除縮減處所現行的領有酒牌範圍外，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。  
Other than application for deletion of a portion from licensed premises, applicant is required to make immediate arrangement to place an advertisement in one newspaper on submission of application.
5. 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