

申請卡拉 OK 場所許可證

APPLICATION FOR KARAOKE ESTABLISHMENT PERMIT

(填寫此表格前請先參閱「申請人須知」)

(Please read the 'NOTICE TO APPLICANT' before completing this form)

致 牌照組助理秘書 (食肆牌照)

To: Assistant Secretary (Restaurant Licences), Licensing Office

本人欲就下述處所申請卡拉 OK 場所許可證。

I intend to apply for the 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 the 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.)

申請資料

Particulars of Application

- (1) 申請人姓名：(中文) _____ (英文) _____ (先生/女士*)
Name of Applicant (Chinese) (English) (Mr/Ms*)
- (2) 香港身份證/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) 通訊地址：_____
Correspondence Address
- (6) 電話號碼：_____ 傳真號碼：_____
Tel. No. Fax No.
額外流動電話號碼
流動電話號碼^：_____ (申請人) (如有)^：_____ (發牌顧問)
Mobile Phone No.^ (Applicant) Additional Mobile Phone No. (if any)^ (Licensing Consultant)

^註：除用作電話通訊外，本署亦會在暫准牌照(如有)屆滿日前的 90、60 及 30 日及正式牌照獲批簽發時，以短訊同時發送提示至上述兩個流動電話號碼。如不願意接收短訊，請在以下方格內填上「✓」號。否則將被視為願意接收該些短訊。

Note: Apart from using the mobile phone numbers for telephone communication, the Department will also send notifications in short message simultaneously to the above two mobile phone numbers in 90, 60 and 30 days prior to the expiry of provisional licence (if any) and upon approval granted for the issue of full licence. If you do not want to receive these messages, please tick the box below. Otherwise, you will be regarded as willing to receive the short messages.

☐ 本人不願意接收由署方發出的短訊。

I do not want to receive short messages from the Department.

* 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).

電郵地址[#]： _____ 額外電郵地址
(如有)[#]： _____
Email Address[#] _____ Additional Email Address (if any)[#]

[#]註： 除用作電郵通訊外，本署亦會在暫准牌照（如有）屆滿日前的 60 及 30 日，以電郵同時發送提示至上述兩個電郵地址。

Note: Apart from using for email communication, the Department will also send notifications in email simultaneously to the above two email addresses in 60 and 30 days prior to the expiry of provisional licence (if any).

(7) 聯絡人姓名： (中文) _____ (先生／女士*)
Name of Contact Person (Chinese) (Mr/Ms*)
(英文) _____
(English)

(8) 電話號碼： _____ 傳真號碼： _____
Tel. No. Fax No.

(9) 卡拉 OK 場所名稱： (中文) _____ (英文) _____
Name of the Karaoke Establishment (Chinese) (English)

(10) 卡拉 OK 場所地址 (卡拉 OK 場所的地址必須與在同一處所內的持牌食肆或正在申請牌照的食肆的地址相同。)：
室／鋪 _____ 樓 _____ 座 _____
大廈 _____
屋邨／鄉村 _____
街道名稱及門牌
號碼 _____
如涉及多於一條
街道，請詳述 _____

分區 _____ 地區 _____

地段號碼 (如適用) _____ 香港／九龍／新界／離島*

Address of the Karaoke Establishment (The address of the karaoke establishment should tally with the address of the licensed restaurant or the restaurant under application for licence at the same premises.):

Flat/Room/Shop _____ Floor _____ Block _____

Building _____

Estate/Village _____

No. and Name of
Road/Street _____

*Please specify if
more than one
road/street is
involved* _____

Sub-district _____ District _____

Lot No. (if applicable) _____ HK/Kln/NT/Islands*

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

(11) 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

(12) (a) 你現時或以前曾持有下列哪一種牌照？
Which of the following licences do you hold at present and/or have held previously?

- | | |
|---|--|
| <input type="checkbox"/> 公眾娛樂場所牌照
Places of Public Entertainment Licence | <input type="checkbox"/> 遊樂場所牌照
Places of Amusement Licence |
| <input type="checkbox"/> 公眾舞廳牌照
Public Dance Hall Licence | <input type="checkbox"/> 遊戲中心牌照
Amusement Game Centre Licence |
| <input type="checkbox"/> 麻雀／天九館牌照
Mah Jong/Tin Kau Licence | <input type="checkbox"/> 獎券活動牌照
Lottery Licence |
| <input type="checkbox"/> 泵波拿牌照
Tombola Licence | <input type="checkbox"/> 按摩院牌照
Massage Establishment Licence |
| <input type="checkbox"/> 酒牌
Liquor Licence | <input type="checkbox"/> 其他，請說明：_____
Others, please specify |

(b) 如持有的話，請提供詳情：_____
If yes, please give details

(13) 有否因觸犯任何《卡拉 OK 場所條例》及其規例內的罪行而被定罪？
Have you ever been convicted of any offence under the Karaoke Establishments Ordinance or any regulation made thereunder?

- ☐ 沒有
No
- ☐ 有（請提供定罪日期、罪項及刑罰詳情）：_____
Yes (please give details of the date(s) of conviction, offence(s) and penalty)

(14) 曾否擔任被撤銷卡拉 OK 場所許可證／牌照、或申請許可證／牌照續期遭拒絕的人的代理人、代表或僱員？

Have you ever been the agent, representative or employee of any person whose Karaoke Establishment Permit or Licence has been revoked, or whose application to renew a permit or a licence has been refused?

- ☐ 沒有
No
- ☐ 有（請提供該人姓名及該卡拉 OK 場所地址）：_____
Yes (Please give the name of such person and the address of the related karaoke establishment)

(15) 有否申請過或獲簽發任何卡拉 OK 場所牌照／許可證？
Have you ever applied for or been issued with any Karaoke Establishment Licence/Permit?

- ☐ 沒有
No
- ☐ 有（請提供詳情，包括申請日期、處所地址等）：_____
Yes (Please give details, including date of application, address of premises, etc.)

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

(16) 提出申請的處所是否已領有正式／暫准食肆牌照？

Have the premises been issued with a full/provisional restaurant licence?

☐ 沒有
No

☐ 有
Yes

☐ 正式／暫准*食肆牌照號碼：_____

Full/Provisional* Restaurant Licence No.

☐ 該食肆牌照的屆滿日期為：_____

Expiry Date of the Restaurant Licence

☐ 食肆牌照持牌人姓名：（中文）_____（英文）_____（先生／女士*）

Name of the Restaurant Licence Holder (Chinese) (English)

(Mr/Ms*)

(17) 倘上述處所並未獲簽發食肆牌照，處所是否已在申請食肆牌照？

If the abovesaid premises have not been issued with a restaurant licence, has a restaurant licence been applied for the premises?

☐ 否
No

☐ 是（請提供申請詳情，包括申請人姓名、申請日期及處所地址等）：_____

Yes (Please give details of the application including name of applicant, date of application, address of premises, etc.)

(18) 擬申請的其他許可證：

Other Permit Intended to Be Applied

☐ 臨時卡拉 OK 場所許可證
Provisional Karaoke Establishment Permit

(19) 遞交申請時，申請人須繳交簽發許可證的訂明費用。你會選擇下列哪一種方式繳付該訂明費用？

Upon submission of the application, the applicant will have to enclose the appropriate prescribed fee payable for the grant of a permit at the same time. Which of the following methods will you use to pay the prescribed fee?

☐ 現金（請參閱申請人須知第 8 項）
Cash (please refer to Item 8 of Notice to Applicant)

☐ 支票（請參閱申請人須知第 8 項）
Cheque (please refer to Item 8 of Notice to Applicant)

☐ 電子支票（請參閱申請人須知第 8 項）
e-Cheque (please refer to Item 8 of Notice to Applicant)

* 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).

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

本人已細閱本申請表格的內容，並確認所提供的資料正確無誤。

I have read through the content of this application form and confirm the information provided are correct.

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，可被判罰款港幣 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).

申請人須知 NOTICE TO APPLICANT

1. 本申請書一式兩份，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 duplicate and in full. If you do not provide all the required information, the Department is not able to process your application.
2. 倘有意申請臨時卡拉 OK 場所許可證，臨時卡拉 OK 場所許可證申請書應該與正式卡拉 OK 場所許可證申請書一併遞交。倘稍後才遞交臨時卡拉 OK 場所許可證申請書，正式卡拉 OK 場所許可證及臨時卡拉 OK 場所許可證的申請書便會一併重新處理。
If you intend to apply for a Provisional Karaoke Establishment Permit, you are advised to submit the application for the Provisional Karaoke Establishment Permit together with the application for the full Karaoke Establishment Permit at the same time. If you submit the application for a Provisional Karaoke Establishment Permit at a later stage, both the application for the full Karaoke Establishment Permit and the Provisional Karaoke Establishment Permit will be processed afresh.
3. 申請時須向牌照組交付如下：
The following items have to be submitted to the Licensing Section at the time of the application:
 - (i) 簽發許可證的訂明費用；
prescribed fee for the issue of permit;
 - (ii) 三套根據《卡拉 OK 場所條例》繪畫的卡拉 OK 場所建議圖則；
3 sets of proposed plans of the karaoke establishment drawn in accordance with the Karaoke Establishments Ordinance;
 - (iii) 提出申請的處所的食肆牌照副本（倘該等牌照已獲簽發）；以及
a copy of the Restaurant Licence relating to the premises under application if such a licence has been issued; and
 - (iv) 卡拉 OK 場所的商業登記證副本。
a copy of the Business Registration Certificate of the karaoke establishment.
4. 待申請獲得批准，只要相關的食肆牌照有效，卡拉 OK 場所許可證的有效期可長達兩年。
Upon approval of application, the Karaoke Establishment Permit will be valid for a maximum period of 2 years so long as the connected restaurant licence remains valid.
5. 申請人如要更換代表其行事的認可人士，須在 14 個工作天內告知食物環境衛生署署長，同時須把新更換認可人士的全部資料，連同相關的證明文件，一併提交署長，以供審批。
Should there be any change to the authorised person acting for and on behalf of the applicant, the applicant must notify the Director of Food and Environmental Hygiene within 14 days of the said change and full particulars of the new authorised person with supporting documents must also be provided to the Director for approval at the same time.
6. 申請人須注意在遞交申請書時所繳付的訂明費用，是根據《卡拉 OK 場所條例》所規定的法律責任。但是此繳款並不代表最終卡拉 OK 場所許可證／臨時卡拉 OK 場所許可證能夠獲得簽發。至於簽發卡拉 OK 場所許可證／臨時卡拉 OK 場所許可證與否是取決於申請人是否已完全符合所有發證條件。
The applicant has to note that the payment of prescribed fee upon the submission of application is a legal obligation pursuant to the Karaoke Establishments Ordinance. However, such a payment does not imply an issue of Karaoke Establishment Permit/Provisional Karaoke Establishment Permit eventually. The issue of Karaoke Establishment Permit/Provisional Karaoke Establishment Permit will depend on whether the applicant has fully complied with all the licensing requirements or not.

7. 提交申請表格前的核對清單：

Checklist before Submission of this Application Form

- ☐ 已閱讀申請人須知
Notice to Applicant has been read
- ☐ 已填妥每一個適用部分（包括附件）
All applicable sections (including the Annex) have been completed
- ☐ 已夾附符合規格的建議設計圖則
Copies of proposed layout plan(s) conforming to the required format attached

8. 以現金／支票／電子支票繳付簽發許可證的訂明費用：

Payment of the prescribed fee payable for the grant of a permit by Cash/Cheque/e-Cheque:

(i) 以現金繳付：

Pay by Cash:

切勿郵寄現金或把現金投入收集箱。

Cash should not be sent by post or dropped in the collection box.

(ii) 以支票繳付：

Pay by Cheque:

支票須書明支付予「香港特別行政區政府」並加劃線，而不應填寫任何個別公職人員為票據受款人。支票兌現後，支票付款方為有效。期票恕不接納。

Cheque should be made payable to “The Government of the Hong Kong Special Administrative Region” or “The Government of the HKSAR” and crossed. The cheque should not be made payable to any individual officer. Payment is valid only after the cheque is cleared. Post-dated cheque will not be accepted.

(iii) 以電子支票繳付：

Pay by e-Cheque:

電子支票須註明支付予「香港特別行政區政府」，不應輸入任何個別公職人員為票據受款人。電子支票兌現後，電子支票付款方為有效，電子期票恕不接納。請以電郵方式把電子支票及下列所需文件一併傳送至卡拉 OK 場所的處所地址所屬分區牌照組辦事處的電郵地址，相關資料如下：

e-Cheque should be made payable to “The Government of the Hong Kong Special Administrative Region” or “The Government of the HKSAR” but not any individual officer. Payment is only valid after the e-Cheque is cleared. Post-dated e-Cheque will not be accepted. Please send e-Cheque and the following necessary documents together by an email to the email address of the respective Licensing Office where the premises address of the karaoke establishment belongs. The relevant information is as follows:

卡拉 OK 場所的處所地區 Area where Karaoke Establishment belongs	分區牌照組辦事處的電郵地址 Email address of the respective Licensing Office
港島及離島區 Hong Kong and Islands	echeque_hkislio@fehd.gov.hk
九龍區 Kowloon	echeque_klnlio@fehd.gov.hk
新界區 New Territories	echeque_ntlio@fehd.gov.hk

所需文件：

Necessary documents:

- (a) 已填妥表格 FEHB 175 的首兩頁掃描複本；
a scanned copy of first two pages of a duly completed FEHB 175;
- (b) 申請人的身份證明文件掃描複本（如屬公司，則《公司條例》（第 622 章）所指的公司註冊證明書）；及
a scanned copy of the identity document of the applicant (if the applicant is a company, then the Certificate of Incorporation under the Companies Ordinance (Cap.622)); and
- (c) 繳付簽發許可證訂明費用的電子支票。
an e-Cheque for the prescribed fee payable for the grant of a permit.

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

申請卡拉 OK 場所許可證
APPLICATION FOR KARAOKE ESTABLISHMENT PERMIT
(簽發予以公司名義申請者)
(TO BE ISSUED IN THE NAME OF A CORPORATION)

致 牌照組助理秘書 (食肆牌照)

To: Assistant Secretary (Restaurant Licences), Licensing Office

本人欲代表下述公司申請卡拉 OK 場所許可證。

I intend to apply for the Karaoke Establishment Permit for and on behalf of the corporation mentioned below.

(甲) 公司資料

(A) Particulars of Corporation

- (a) 公司註冊名稱：(中文) _____ (英文) _____
Name of Corporation (Chinese) (English)
- (b) 公司註冊號碼：_____ 電話號碼：_____
Company Registration No. Tel. No.
- (c) 公司註冊地址：_____
Address of Registered Office
- (d) 執行董事姓名：(中文) _____ (英文) _____ (先生／女士*)
Name of Managing Director (Chinese) (English) (Mr/Ms*)
- (e) 住址：_____
Residential Address
- 電話號碼：_____
Tel. No.

(乙) 獲授權人資料

(B) Particulars of the Authorised Person

- (a) 獲授權人姓名：(中文) _____ (英文) _____ (先生／女士*)
Name of Authorised Person (Chinese) (English) (Mr/Ms*)
- (b) 香港身份證／護照*號碼：_____
Hong Kong Identity Card/Passport* No.
- (c) 獲授權人在公司擔任的職位：_____
Position of the Authorised Person in the Corporation

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

(d) 住址： _____
Residential Address

(e) 電話號碼： _____ 傳真號碼： _____
Tel. No. Fax No.
流動電話號碼^： _____ (申請人) (如有)^： _____ (發牌顧問)
Mobile Phone No.^ (Applicant) Additional Mobile Phone No. (if any)^ (Licensing Consultant)

^註： 除用作電話通訊外，本署亦會在暫准牌照（如有）屆滿日前的 90、60 及 30 日及正式牌照獲批簽發時，以短訊同時發送提示至上述兩個流動電話號碼。如不願意接收短訊，請在以下方格內填上「✓」號。否則將被視為願意接收該些短訊。

Note: Apart from using the mobile phone numbers for telephone communication, the Department will also send notifications in short message simultaneously to the above two mobile phone numbers in 90, 60 and 30 days prior to the expiry of provisional licence (if any) and upon approval granted for the issue of full licence. If you do not want to receive these messages, please tick the box below. Otherwise, you will be regarded as willing to receive the short messages.

☐ 本人不願意接收由署方發出的短訊。
I do not want to receive short messages from the Department.

電郵地址#： _____ 額外電郵地址
Email Address# (如有)^#： _____
Additional Email Address (if any)^#

#註： 除用作電郵通訊外，本署亦會在暫准牌照（如有）屆滿日前的 60 及 30 日，以電郵同時發送提示至上述兩個電郵地址。

Note: Apart from using for email communication, the Department will also send notifications in email simultaneously to the above two email addresses in 60 and 30 days prior to the expiry of provisional licence (if any).

本人已細閱本申請表格的內容，並確認所提供的資料正確無誤。

I have read through the content of this application form and confirm the information provided are correct.

日期（日／月／年）
Date (dd/mm/yyyy)

獲授權人簽署
Signature of Authorised Person
（代表申請公司）
(For and on Behalf of the Applying Corporation)

公司印章
Company Chop

☐ 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

以公司名義提出的申請書，須連同下列文件一併遞交，否則本署無法處理有關申請。

The following documents shall be submitted to us if the application is made in the name of a corporation, otherwise we will not be able to process the application.

- (1) 該公司的商業登記證副本；
a copy of the Business Registration Certificate of the corporation;
- (2) 該公司的組織大綱及細則副本；
a copy of the Memorandum and Articles of Association of the corporation;
- (3) 根據《公司條例》（第 622 章）取得和經公司註冊處處長核證真實的公司註冊證書副本，或任何其他可證實該公司法人身分的文件；
a copy of Certificate of Incorporation under the Companies Ordinance (Cap. 622) certified as true copy by the Registrar of Companies, or any other documents to establish the legal entity of the corporation;
- (4) 公司的註冊辦事處地址更改通知書或法團成立表格（視何者適用而定）的副本，須為經公司註冊處處長核證真實的副本；
a copy of Notice of Change of Address of Registered Office or Incorporation Form (as appropriate) certified as true copy by the Registrar of Companies;
- (5) 公司最新的周年申報表副本，須為經公司註冊處處長核證真實的副本（在新公司成立為法團的年度內，則請提交經公司註冊處處長核證真實的法團成立表格副本）；
a copy of the latest Annual Return certified as true copy by the Registrar of Companies (or a copy of Incorporation Form certified as true copy by the Registrar of Companies in case of a new company in the year of its incorporation);
- (6) 公司董事會通過的書面決議，以授權一名人士代表該公司與發牌當局接洽處理牌照申請事宜；以及
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; and
- (7) 該名獲授權人所簽署的接納授權通知書。
a Notice of Acceptance of the Authorisation signed by the authorised person.

申請卡拉 OK 場所許可證
APPLICATION FOR KARAOKE ESTABLISHMENT PERMIT

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

致 牌照組助理秘書 (食肆牌照)

To: Assistant Secretary (Restaurant Licences), Licensing Office

本人欲代表下述合夥申請卡拉 OK 場所許可證。

I intend to apply for the Karaoke Establishment Permit for and on behalf of the partnership mentioned below.

(甲) 合夥資料

(A) Particulars of the Partnership

- (a) 合夥名稱：(中文) _____ (英文) _____
Name of Partnership (Chinese) (English)
- (b) 營業地點地址： _____
Address of Place of Business

- 電話號碼： _____
Tel. No.

(乙) 獲授權人資料

(B) Particulars of the Authorised Person

- (a) 獲授權人姓名：(中文) _____ (英文) _____ (先生／女士*)
Name of Authorised Person (Chinese) (English) (Mr/Ms*)
- (b) 香港身份證／護照*號碼： _____
Hong Kong Identity Card/Passport* No.
- (c) 獲授權人在合夥擔任的職位： _____
Position of the Authorised Person in the Partnership
- (d) 住址： _____
Residential Address

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

(e) 電話號碼： _____ 傳真號碼： _____
Tel. No. Fax No.

流動電話號碼[^]： _____ (申請人) 額外流動電話號碼 (如有)[^]： _____ (發牌顧問)
Mobile Phone No.[^] (Applicant) Additional Mobile Phone No. (if any)[^] (Licensing Consultant)

[^]註： 除用作電話通訊外，本署亦會在暫准牌照（如有）屆滿日前的 90、60 及 30 日及正式牌照獲批簽發時，以短訊同時發送提示至上述兩個流動電話號碼。如不願意接收短訊，請在以下方格內填上「✓」號。否則將被視為願意接收該些短訊。

Note: Apart from using the mobile phone numbers for telephone communication, the Department will also send notifications in short message simultaneously to the above two mobile phone numbers in 90, 60 and 30 days prior to the expiry of provisional licence (if any) and upon approval granted for the issue of full licence. If you do not want to receive these messages, please tick the box below. Otherwise, you will be regarded as willing to receive the short messages.

☐ 本人不願意接收由署方發出的短訊。
I do not want to receive short messages from the Department.

電郵地址[#]： _____ 額外電郵地址 (如有)[#]： _____
Email Address[#] Additional Email Address (if any)[#]

[#]註： 除用作電郵通訊外，本署亦會在暫准牌照（如有）屆滿日前的 60 及 30 日，以電郵同時發送提示至上述兩個電郵地址。

Note: Apart from using for email communication, the Department will also send notifications in email simultaneously to the above two email addresses in 60 and 30 days prior to the expiry of provisional licence (if any).

本人已細閱本申請表格的內容，並確認所提供的資料正確無誤。

I have read through the content of this application form and confirm the information provided are correct.

日期（日／月／年）
Date (dd/mm/yyyy)

獲授權人簽署
Signature of Authorised Person
（代表申請合夥）
(For and on Behalf of the Applying Partnership)

☐ 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

申請人以合夥名義提出申請後，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 in the name of a partnership:

- (1) 該合夥的商業登記證副本；
a copy of the 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（如有）（副本及修訂內容須經商業登記署核證）；
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，以授權一名人士代表該合夥與發牌當局接洽處理牌照事宜；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) 該名獲授權代表所簽署的接納授權通知書。
Notice of Acceptance of the Authorisation signed by the authorised 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)

目的說明
Statement of Purposes

1. 收集資料的目的
Purposes of Collection

你在本表格上提供的個人資料，會供食物環境衛生署（食環署）牌照組用於下述目的：
The personal data provided by means of this form will be used by the Licensing Section of 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 applications for the issue/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 the FEHD; and
- (2) 方便食環署及其他政府部門人員與你聯絡。
facilitating communication between the staff of FEHD and other government departments and you.

你在本表格填報的個人資料，純屬自願提供。不過，如不提供充分的資料，食環署未必可以處理你的牌照／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 licence/permit.

2. 接受資料轉介人的類別
Class of Transferees

你在本表格上填報的個人資料，可能會為上文第 1 段所載目的而向其他政府部門及機構披露。
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，你有權要求查閱和改正所提供的個人資料。查閱的權利包括可就在本表格提供的個人資料索取複本。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 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

如對本牌照申請有任何疑問，包括對本表格所收集的個人資料有任何查詢，包括查閱和更改資料，可向食環署相關分區牌照組辦事處的主管人員提出：

Enquiries concerning this licence application, including the personal data collected by means of this form, including the making of access and corrections, should be addressed to the officer in charge of the respective Licensing Offices of FEHD:

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
港島及離島區牌照組
助理秘書（食肆牌照）
電話號碼：2879 5738

Hong Kong & Islands

Assistant Secretary (Restaurant Licences)
Hong Kong & Islands Licensing Section,
8/F, Lockhart Road Municipal Services Building,
225 Hennessy Road, Wanchai, Hong Kong
Tel. no.: 2879 5738

九龍區

九龍深水埗基隆街 333 號
北河街市政大廈 4 樓
九龍區牌照組
助理秘書（食肆牌照）
電話號碼：2729 1632

Kowloon

Assistant Secretary (Restaurant Licences)
Kowloon Licensing Section,
4/F, Pei Ho Street Municipal Services Building,
333 Ki Lung Street, Sham Shui Po, Kowloon
Tel. no.: 2729 1632

新界區

新界大埔鄉事會街 8 號
大埔綜合大樓 4 樓
新界區牌照組
助理秘書（食肆牌照）
電話號碼：3183 9226

New Territories

Assistant Secretary (Restaurant Licences)
New Territories Licensing Section,
4/F, Tai Po Complex, 8 Heung Sze Wui Street,
Tai Po, New Territories
Tel. no.: 3183 9226