

真正食肆[#]申請豁免卡拉OK場所條例應用於該食肆
EXEMPTION FROM THE APPLICATION
OF THE KARAOKE ESTABLISHMENTS ORDINANCE
FOR A BONA FIDE RESTAURANT[#]

(填寫申請書前請參閱夾附的申請人須知)

(Please read the Notice to Applicant attached before completing your application form)

致 分區辦事處秘書
To: District Secretary

(甲) 申請人資料
(A) Particulars of Applicant

(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 Annex 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： _____ 職業： _____
Date of Birth Occupation
- (4) 住址： _____
Residential Address
- _____
- (5) 電話號碼： _____ 傳真號碼： _____
Tel. No. Fax No.

(乙) 持牌食肆資料
(B) Particulars of the Licensed Restaurant

- (1) 食肆牌照持牌人姓名： _____
Name of the Restaurant Licence Holder
- (2) (正式/暫准*) 食肆牌照號碼： _____
(Full/Provisional*) Restaurant Licence No.

[#] 真正食肆是持有食物環境衛生署署長簽發的牌照，並提供卡拉OK設施和符合下述準則的食肆：

- (1) 所有分間作進行卡拉OK活動的房間的總面積，不超過食肆座位面積的30%。「座位間」的定義為娛樂室、走廊、酒吧、餐廳範圍、舞池(如適用)和接待處範圍的總樓面面積；以及
- (2) 分間作進行卡拉OK活動的房間的數目，不超過座位間總面積(以平方米計)除以100平方米所得的商數。
- Bona Fide Restaurants are restaurants licensed by the Director of Food and Environmental Hygiene, providing karaoke facilities and satisfying the following criteria:
- (1) the aggregate area of all rooms partitioned for karaoke activities does not exceed 30% of the seating area in the restaurant. "Seating area" is defined as aggregate floor area of entertainment rooms, corridors, lounge, dining areas, dancing areas (where applicable) and reception areas; and
- (2) the number of rooms partitioned for karaoke activities does not exceed the quotient obtained from dividing the total seating area in square metres by 100m².

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

- (3) 該食肆牌照的屆滿日期為： _____
Expiry Date of the Restaurant Licence
- (4) 食肆名稱（英文）： _____
Name of the Restaurant (English)
- (5) 食肆名稱（中文）： _____
Name of the Restaurant (Chinese)
- (6) 食肆地址： _____
Address of the Restaurant
- _____
- (7) 食肆電話號碼： _____ 食肆傳真號碼： _____
Tel. No. of the Restaurant Fax No. of the Restaurant
- (8) 所有用作卡拉OK活動的房間的總面積： _____
Aggregate Area of All Rooms Partitioned for Karaoke Activities
- (9) 用作卡拉OK活動的房間的數目： _____
Number of Rooms Partitioned for Karaoke Activities

日期
Date

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 (whether such statement be oral or written) or furnishes any information, 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. 本申請書必須逐項填妥。若不提供全部所需資料，食物環境衛生署（食環署）無法處理你的申請。
This application form must be completed in full. If you do not provide all the required information, the Food and Environmental Hygiene Department (FEHD) is unable to process your application.

2. 申請時須向食環署分區環境衛生辦事處遞交以下文件：
The following documents have to be submitted to the District Environmental Hygiene Office of FEHD at the time of the application:
 - (i) 一套持牌食肆的設計圖則，顯示處所內擬用於卡拉OK活動的每一部分，以及示明所有用於卡拉OK活動的器材及設備的位置；
a set of the layout plan of the licensed restaurant showing each part of the premises intended to be used for karaoke activities and indicating location of all related apparatus and equipment to be used for karaoke activities;
 - (ii) 提出申請的處所的食肆牌照副本；以及
a copy of the restaurant licence relating to the premises under application; and
 - (iii) 食肆的商業登記證副本。
a copy of the Business Registration Certificate of the restaurant.

真正食肆（以公司名義簽發）申請豁免卡拉OK場所條例應用於該食肆
EXEMPTION FROM THE APPLICATION
OF THE KARAOKE ESTABLISHMENTS ORDINANCE
FOR A BONA FIDE RESTAURANT (ISSUED IN THE NAME OF A CORPORATION)

致 分區辦事處秘書
To: District Secretary

現由 _____ (先生/女士*) 代表下述公司就
This application is made by _____ (Mr./Ms.*) for and on behalf of the corporation

位於 _____
in respect of the licensed restaurant situated at _____ (持牌食肆的所在地點 Address of Licensed Restaurant)

的持牌食肆申請豁免卡拉OK場所條例應用於該食肆。
for exemption from the application of the Karaoke Establishments Ordinance.

公司資料
Particulars of Corporation

- (1) 公司名稱： _____
Name of Corporation
- (2) 公司註冊號碼： _____
Company Registration No.
註冊地址： _____
Address of Registered Office
- (3) 執行董事姓名： _____ 電話號碼： _____
Name of Managing Director Tel. No.
住址： _____
Residential Address
- (4) 獲授權代表姓名： _____ 香港身分證/護照*號碼： _____
Name of the Authorised Representative Hong Kong Identity Card/Passport* No.
- (5) 獲授權代表在公司擔任的職位： _____
Position of Authorised Representative in the Corporation
- (6) 住址： _____
Residential Address

日期
Date

公司印章
Company Chop

獲授權代表簽署
(代表申請公司)
Signature of Authorised Representative
(For and on Behalf of the Applying Corporation)

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

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) 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) 該名獲授權代表所簽署的接納授權通知書。
Notice of Acceptance of Authorisation signed by the authorised representative.

真正食肆（以合夥名義簽發）申請豁免卡拉OK場所條例應用於該食肆
EXEMPTION FROM THE APPLICATION
OF THE KARAOKE ESTABLISHMENTS ORDINANCE
FOR A BONA FIDE RESTAURANT (ISSUED IN THE NAME OF A PARTNERSHIP)

致 分區辦事處秘書
To: District Secretary

現由 _____ (先生/女士*) 代表下述合夥就
This application is made by (Mr./Ms.*) for and on behalf of the partnership

位於 _____
in respect of the licensed restaurant situated at (持牌食肆的所在地點 Address of Licensed Restaurant)

的持牌食肆申請豁免卡拉OK場所條例應用於該食肆。
for exemption from the application of the Karaoke Establishments Ordinance.

合夥資料
Particulars of Partnership

- (1) 合夥名稱： _____
Name of Partnership (英文) (English) (中文) (Chinese)
- (2) 營業地點地址： _____
Address of Place of Business
- (3) 獲授權代表姓名： _____
Name of the Authorised Representative (英文) (English) (中文) (Chinese)
- (4) 獲授權代表在合夥擔任的職位： _____
Position of Authorised Representative in the Partnership
- (5) 香港身分證/護照*號碼： _____
Hong Kong Identity Card/Passport* No.
- (6) 住址： _____
Residential Address

日期
Date

獲授權代表簽署
(代表申請合夥)
Signature of Authorised Representative
(For and on Behalf of the Applying Partnership)

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

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

關於真正食肆申請豁免卡拉OK場所條例
應用於該食肆所填報的個人資料
Collection of Personal Data in Connection with Exemption from the
Application of the Karaoke Establishments Ordinance for a Bona Fide Restaurant

(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 Purpose

1. 收集資料的目的
Purposes of Collection

食物環境衛生署(食環署)分區環境衛生辦事處會利用你在本表格上填報的資料作以下用途：
The personal data provided by means of this form will be used by the District Environmental Hygiene Office of the Food and Environmental Hygiene Department (FEHD) for:

- (a) 處理有關向食環署牌照/分區環境衛生辦事處申請簽發/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場所名稱的相關事宜；以及
carrying out activities relating to the 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 Office/District Environmental Hygiene Office of the FEHD; and
- (b) 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.

你在本表格上填報的個人資料，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豁免申請。

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 exemption application.

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 內第 6 原則的規定，你有權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

如對本表格收集的個人資料有任何查詢，包括查閱及更改資料，可向食環署相關分區環境衛生辦事處的主管人員提出：

Enquiries concerning 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 District Environmental Hygiene Offices of FEHD:

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> 香港鯉魚涌街 38 號鯉魚涌市政大廈 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	<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
<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 3627 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 至 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> 九龍黃大仙彩虹道 121 號大成街街市大樓 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**

<p><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 至 1207 室及 1220 至 1221 室 電話號碼：2634 0136 傳真號碼：2634 0442</p>	<p><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</p>
<p><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</p>	<p><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</p>
<p><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：2679 2815 傳真號碼：2679 5695</p>	<p><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.: 2679 2815 Fax no.: 2679 5695</p>
<p><u>西貢區環境衛生辦事處</u> 新界將軍澳培成路 38 號西貢將軍澳政府綜合大樓 8 樓 電話號碼：3740 5100 傳真號碼：2792 9937</p>	<p><u>Sai Kung District Environmental Hygiene Office</u> 8/F, Sai Kung Tseung Kwan O Government Complex, 38 Pui Shing Road, Tseung Kwan O, New Territories Tel. no.: 3740 5100 Fax no.: 2792 9937</p>
<p><u>葵青區環境衛生辦事處</u> 新界葵涌興芳路 166 至 174 號葵興政府合署 9 樓 電話號碼：2619 9482 傳真號碼：2480 4023</p>	<p><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</p>
<p><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</p>	<p><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</p>
<p><u>屯門區環境衛生辦事處</u> 新界屯門屯喜路 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</p>	<p><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</p>
<p><u>元朗區環境衛生辦事處</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</p>	<p><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</p>