

臨時食物製造廠牌照申請書  
APPLICATION FOR A TEMPORARY FOOD FACTORY LICENCE

注意：填寫此表格前請先詳細閱讀「申請人須知」。

**Important: Please read 'NOTICE TO APPLICANT' carefully before completing this form.**

致 牌照組助理秘書（其他牌照）

**To: Assistant Secretary (Other Licences), Licensing Office**

本人欲申請臨時食物製造廠牌照。茲證實本人在本申請書所述的各項詳情，均屬真實正確。  
I intend to apply for a Temporary Food Factory Licence. I confirm that the particulars set out in this application form are true and accurate.

(甲) 申請資料

(A) Particulars of Application

(倘以公司名義提出申請，只須填寫第 1 項、第 3 項及第 8 項起以後各項連附錄。)

(If the application is made in the name of a corporation, you only need to complete items 1, 3 and 8 onwards and the Appendix.)

(1) 申請人姓名／公司名稱\* (中文)： \_\_\_\_\_ (先生／女士\*)  
Name of Applicant/ (Chinese) (Mr./Ms.\*)  
Corporation\*

(英文正楷)： \_\_\_\_\_  
(English in BLOCK letters)

(2) 香港身分證／護照\*號碼： \_\_\_\_\_  
Hong Kong Identity Card/Passport\* No.

(3) 通訊地址：  
Correspondence Address

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

(4) 電話號碼： \_\_\_\_\_ 傳真號碼： \_\_\_\_\_  
Tel. No. Fax No.

電郵地址#： \_\_\_\_\_ 額外電郵地址  
Email Address# (如有)#： \_\_\_\_\_  
Additional Email Address (if any)#

#註：本署會把電郵同時發送至上述兩個電郵地址。

Note: The Department will send emails to the two email addresses simultaneously.

(5) 聯絡人姓名 (中文)： \_\_\_\_\_ (先生／女士\*)  
Name of Contact Person (Chinese) (Mr./Ms.\*)

(英文正楷)： \_\_\_\_\_  
(English in BLOCK letters)

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

(6) 電話號碼： \_\_\_\_\_ 傳真號碼： \_\_\_\_\_  
Tel. No. Fax No.

(7) 申請牌照處所的地址（中文）：  
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 Premises Under Application (in English):

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. \_\_\_\_\_ HK/Kln/NT/Islands\*  
(if applicable)

(8) 擬議業務的店名（如適用）：  
Shop Sign of the Proposed Business (if applicable)  
店名（中文）： \_\_\_\_\_  
Shop Sign (Chinese)  
（英文）： \_\_\_\_\_  
(English)

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

- (9) 夾附文件（見申請人須知第(2)段）  
Enclosures (see paragraph (2) of NOTICE TO APPLICANT)
- 擬議設計圖則一份  
1 copy of proposed layout plan
- (10) 所提供的額外資料：  
Additional Information to be provided
- 擬售賣食物的清單（見附件 I）  
List of food items intended to be sold (see **Annex I**)
- 食物供應商證明文件一份（見附件 II）  
1 copy of food supplier's certificate (See **Annex II**)
- (11) 臨時食物製造廠牌照的開始日期及結束日期：  
Date of Commencement and Date of Termination of Temporary Food Factory Licence
- 由 \_\_\_\_\_ (日/月/年) 至 \_\_\_\_\_ (日/月/年)  
from \_\_\_\_\_ (dd/mm/yyyy) to \_\_\_\_\_ (dd/mm/yyyy)
- (12) 本人明白有責任確保在申請食物業牌照的店鋪處所經營食物業，能符合食物環境衛生署、其他政府部門以及有關的主管當局按其執行的法例所訂立的規定。  
I understand that it is my responsibility to ensure that the operation of a food business at the shop premises under application for a food business licence is in compliance with the requirements imposed under the legislation administered by the Food and Environmental Hygiene Department, other government departments as well as the relevant authorities.
- (13) 本人以中文／英文\*為日後的通訊語言。  
I would use Chinese/English\* for future correspondence.

\* 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).

(乙) 關於申請臨時食物製造廠牌照的公眾活動資料 (如知悉)

(B) **Particulars of public function (if known) to which the Temporary Food Factory under application is connected to**

(1) 公眾活動的名稱和性質：  
Name and Nature of Public Function

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(2) 公眾活動的地點：  
Location of Public Function

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(3) 公眾活動的舉辦期：  
Covering Period of Public Function

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(4) 公眾活動的主辦人／單位名稱：  
Name of Organiser/Organisation of Public Function

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日期 (日／月／年)  
Date (dd/mm/yyyy)

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申請人簽署  
Signature of Applicant

備註：請參閱夾附的申請人須知。

Note: A copy of the **NOTICE to APPLICANT** is enclosed for your reference.



臨時食物製造廠牌照申請書  
APPLICATION FOR A TEMPORARY FOOD FACTORY LICENCE  
(以公司名義發出的牌照)  
(TO BE ISSUED IN THE NAME OF A CORPORATION)

致 牌照組助理秘書 (其他牌照)  
To: Assistant Secretary (Other Licences), Licensing Office

本人欲申請臨時食物製造廠牌照。茲證實本人在本申請書所述的各項詳情，均屬真實正確。  
I intend to apply for a Temporary Food Factory Licence. I confirm that the particulars set out in this application form are true and accurate.

申請牌照處所的地址 (中文)：

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 Premises Under Application (in English):

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.

(甲) 公司資料

(A) Particulars of Corporation

(1) 公司名稱 (中文) : \_\_\_\_\_  
Name of Corporation (Chinese)

(英文) : \_\_\_\_\_  
(English)

(2) 公司註冊號碼 : \_\_\_\_\_ 電話號碼 : \_\_\_\_\_  
Company Registration No. Tel. No.

(3) 公司註冊地址 :  
Address of Registered Office  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(4) 執行董事姓名 (中文) : \_\_\_\_\_ (先生/女士\*)  
Name of Managing Director (Chinese) (Mr./Ms.\*)  
(英文正楷) : \_\_\_\_\_  
(English in BLOCK letters)

(5) 住址 :  
Residential Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(6) 電話號碼 : \_\_\_\_\_  
Tel. No.

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

(乙) 獲授權人資料

(B) Particulars of the Authorised Person

(1) 獲授權人姓名 (中文) : \_\_\_\_\_ (先生/女士\*)  
Name of Authorised Person (Chinese) (Mr./Ms.\*)  
(英文正楷) : \_\_\_\_\_  
(English in BLOCK letters)

(2) 香港身分證/護照\*號碼 : \_\_\_\_\_  
Hong Kong Identity Card/Passport\* No.

(3) 獲授權人在公司擔任的職位 : \_\_\_\_\_  
Position of the Authorised Person in the Corporation

(4) 住址 : \_\_\_\_\_  
Residential Address  
\_\_\_\_\_  
\_\_\_\_\_

(5) 電話號碼 : \_\_\_\_\_ 傳真號碼 : \_\_\_\_\_  
Tel. No. Fax No.

電郵地址# : \_\_\_\_\_ 額外電郵地址  
Email Address# (如有)# : \_\_\_\_\_  
Additional Email Address (if any)#

#註：本署會把電郵同時發送至上述兩個電郵地址。

Note: The Department will send emails to the two email addresses simultaneously.

(6) 聯絡人姓名 (中文) : \_\_\_\_\_ (先生/女士\*)  
Name of Contact Person (Chinese) (Mr./Ms.\*)  
(英文正楷) : \_\_\_\_\_  
(English in BLOCK letters)

(7) 電話號碼 : \_\_\_\_\_ 傳真號碼 : \_\_\_\_\_  
Tel. No. Fax No.

\_\_\_\_\_  
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

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

**申請人須知**  
**NOTICE TO APPLICANT**

- (1) 以公司名義提出的申請書，須連同下列文件遞交，否則本署無法處理有關申請。  
For application in the name of a corporation, the following documents should be submitted to this Department, otherwise this Department is unable to process the application.
- (a) 該公司商業登記證的副本；  
a copy of the Business Registration Certificate of the corporation;
  - (b) 該公司組織大綱及細則的副本；  
a copy of the Memorandum and Articles of Association of the corporation;
  - (c) 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;
  - (d) 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;
  - (e) 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);
  - (f) 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
  - (g) 該名獲授權人所簽署的接納授權通知書。  
Notice of Acceptance of Authorisation signed by the authorised person.
- (2) 申請書須附上有關處所的擬議設計圖則一份。  
The application must be accompanied by 1 copy of proposed layout plan of the premises.
- (3) 申請人須於臨時食物製造廠牌照擬開始日期前至少 12 個工作天向食物環境衛生署署長遞交申請。  
（備註：只適用於符合所有訂明準則的處所，即處所總樓面面積不大於 100 平方米〔若處所總樓面面積大於 100 平方米，由於本署須徵詢相關政府部門意見，可能需較長時間處理〕、只用電力作為燃料及無使用明火加熱食物，以及沒有油炸食物活動。）
- The applicant shall submit to the Director of Food and Environmental Hygiene the application of Temporary Food Factory Licence at least 12 working days before the proposed commencement date of the licence.
- (Note: Only for premises which meet the following criteria, i.e. gross floor area of the premises is not larger than 100 sq.m. [if the gross floor area of the premises is larger than 100 sq.m., referral to the government departments concerned for comment is required by the Department and longer processing time might be required], only electricity is used, with no use of 'open fire' for reheating food and no deep frying activities are involved.)
- (4) 臨時食物製造廠牌照的有效期的不多於 7 天。  
The validity of a Temporary Food Factory Licence shall not be more than 7 days.
- (5) 在臨時食物製造廠內只可使用電力作為翻熱預先煮熟食物的燃料。  
Only electricity shall be used as fuel for re-heating of pre-cooked inside the Temporary Food Factory.



- (6) 如在申請書乙部所填報的公眾活動須要申領臨時公眾娛樂場所牌照，則在有關的臨時公眾娛樂場所牌照申請獲批後，該臨時食物製造廠牌照申請方會獲考慮批簽。

If the public function mentioned at Part B of this application for a Temporary Food Factory Licence requires a Temporary Places of Public Entertainment Licence, the application for Temporary Food Factory Licence will not be considered for approval to issue unless the connected Temporary Places of Public Entertainment Licence has been approved for issue.

- (7) 未經食物環境衛生署署長事先批准，不得使用車輛／貨車作為食物攤位／小食亭處理食物。  
No vehicle/truck should be used as a food stall/kiosk involving handling of food without prior approval from the Director of Food and Environmental Hygiene.

- (8) 根據《公眾衛生及市政條例》（第 132 章）第 125(8) 條，食物環境衛生署署長若決定拒絕你有關批出牌照的申請，必須以書面給予通知。假如你對署長的決定感到不滿，可根據該條例第 125(9) 條的規定，在宣布有關決定的通知書送達給你後的 14 天內，向牌照上訴委員會提出上訴。

Pursuant to Section 125(8) of the Public Health and Municipal Services Ordinance (Cap.132), the Director of Food and Environmental Hygiene shall inform you in writing of any decision made to reject your application for the grant of licence. If you are dissatisfied with the decision made by the Director, you may within 14 days after the service on you of the notice declaring the decision appeal to the Licensing Appeals Board in accordance with Section 125(9) of the Ordinance.

(9) **牌照組辦事處**

**Licensing Offices**

**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  
港島及離島區牌照組  
牌照組助理秘書  
電話號碼：2879 5729

**Hong Kong & Islands**

Assistant Secretary, Licensing Office  
Hong Kong & Islands Licensing Office,  
8/F, Lockhart Road Municipal Services Building,  
225 Hennessy Road, Wan Chai, Hong Kong.  
Tel. No.: 2879 5729

**九龍區**

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

**Kowloon**

Assistant Secretary, Licensing Office  
Kowloon Licensing Office,  
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 字樓  
新界區牌照組  
牌照組助理秘書  
電話號碼：3183 9226

**New Territories**

Assistant Secretary, Licensing Office  
New Territories Licensing Office,  
4/F, Tai Po Complex, 8 Heung Sze Wui Street,  
Tai Po, New Territories.  
Tel. No.: 3183 9226

擬售賣食物的清單  
List of Food Items Intended to be Sold

擬翻熱的預先煮熟食物：

Pre-cooked food items intended to be re-heated

擬售賣的限制出售食物：

Type of restricted food intended to be sold

- 在處所內以拌料／果汁加水沖製的非瓶裝飲料  
Non-bottled drinks prepared by diluting  
drink mixes/fruit juices with water on the premises
- 在處所內榨取的鮮果汁  
Fresh fruit juices extracted on the premises
- 利用人工操作的調配分售機售賣  
置於加壓容器內的非瓶裝飲料  
Non-bottled drinks in pressurised containers  
by means of a manual dispensing machine
- 奶類及奶類飲品  
Milk and milk beverages
- 用雪糕杓售賣的冰凍甜點  
Frozen confections sold by the scoop
- 由製造商供應的原杯及原包裝冰凍甜點  
Frozen confections in manufacturers' cups and wrappers
- 其他，請說明：  
Others, please specify

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

食物供應商證明文件  
Food Supplier's Certificate

致 牌照組助理秘書（其他牌照）

To: Assistant Secretary (Other Licences), Licensing Office

(1) 申請人姓名： \_\_\_\_\_  
Applicant's Name

(2) 臨時食物製造廠的地址： \_\_\_\_\_  
Address of Temporary Food Factory

(3) 茲證明，在下列期間，下列食物會在本持牌食物業處所（已夾附有效食物業牌照的副本以供參考）預先煮熟，並供給上述臨時食物製造廠以供使用電力翻熱，然後才賣給顧客。

This letter is to certify that the following food items will be pre-cooked in my licensed food premises (a copy of the valid food business licence is enclosed herewith for your reference) and supplied to the above Temporary Food Factory for re-heating by means of electricity before selling to customers during the period as stated below.

(4) 預先煮熟食物供應期： \_\_\_\_\_  
Period of Supplying Pre-cooked Food

(5) 本人持牌食物業處所的地址： \_\_\_\_\_  
Address of My Licensed Food Premises

(6) 本人持牌食物業牌照的類別： \_\_\_\_\_  
Type of My Food Business Licence

(7) 所供應預先煮熟的食物： \_\_\_\_\_  
Pre-cooked Food Items to be Supplied

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

(8) 如有任何查詢，請與本人聯絡。 電話號碼： \_\_\_\_\_ 傳真號碼： \_\_\_\_\_  
If you have any queries, please contact me at Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_

\_\_\_\_\_  
牌照持牌人或獲授權人簽署  
Signature of the Licensee or  
Authorised Person

**關於申請食物業及其他行業牌照所填報的個人資料**  
**Collection of Personal Data in Connection with Application for Food Business**  
**and Other Trade Licences**

(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**

你在本表格上提供的個人資料，會供發牌當局用於下述目的：

The personal data provided by means of this form will be used by the Licensing Authority for:

- (a) 處理向發牌當局申請簽發／轉讓／續發食物業及其他行業牌照／許可證的相關事宜；以及  
carrying out activities relating to applications for the issue/transfer/renewal of food business and other trade licences/permits made to the Licensing Authority; and
- (b) 方便發牌當局及其他政府部門人員在遵從食物業或其他行業的法例及規定方面與你聯絡。  
facilitating communication between the staff of the Licensing Authority and other government departments and you concerning compliance with the laws and regulations applicable to the food business and other trades.

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，發牌當局未必可以處理你的牌照申請。

The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, the Licensing Authority may not be able to process your licence 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。這些個人資料亦會向本署轄下的食物安全中心及其他政府部門披露，以作執法用途，其中食物安全中心將用以執行《食物安全條例》(第 612 章)，而渠務署將用以執行《污水處理服務條例》(第 463 章)及其附屬法例。根據《污水處理服務條例》的規定，經營食肆及食物製造業的用水帳戶，須就其行業所產生的工商業污水繳交工商業污水附加費。

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. The personal data may also be disclosed to the Centre for Food Safety (CFS) of this Department and other government departments for law enforcement purposes, amongst which the CFS will use such data for the enforcement of the Food Safety Ordinance (Cap. 612) and the Drainage Services Department for the enforcement of the Sewage Services Ordinance (Cap. 463) and its subsidiary legislations. According to the Sewage Services Ordinance, the operators of the restaurant and food manufacturing trades are required to pay the Trade Effluent Surcharge for their trade effluent discharged.

### 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本表格所提供的個人資料索取複本。發牌當局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

如對牌照申請有疑問，包括對本表格收集的個人資料有任何查詢，可向相關分區牌照組辦事處的主管人員提出：

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

#### **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  
港島及離島區牌照組  
牌照組助理秘書  
電話號碼：2879 5712

#### **Hong Kong & Islands**

Assistant Secretary, Licensing Office  
Hong Kong & Islands Licensing Office,  
8/F, Lockhart Road Municipal Services Building,  
225 Hennessy Road,  
Wan Chai, Hong Kong  
Tel. No.: 2879 5712

#### **九龍區**

九龍深水埗基隆街 333 號  
北河街市政大廈 4 字樓  
九龍區牌照組  
牌照組助理秘書  
電話號碼：2729 1293

#### **Kowloon**

Assistant Secretary, Licensing Office  
Kowloon Licensing Office,  
4/F, Pei Ho Street Municipal Services Building,  
333 Ki Lung Street,  
Sham Shui Po, Kowloon  
Tel. No.: 2729 1293

#### **新界區**

新界大埔鄉事會街 8 號  
大埔綜合大樓 4 字樓  
新界區牌照組  
牌照組助理秘書  
電話號碼：3183 9234

#### **New Territories**

Assistant Secretary, Licensing Office  
New Territories Licensing Office,  
4/F, Tai Po Complex, 8 Heung Sze Wui Street,  
Tai Po, New Territories  
Tel. No.: 3183 9234