

衛生經理／衛生督導員委任書
Nomination of Hygiene Manager/Hygiene Supervisor

(由持牌人／牌照申請人填寫)
(To be completed by Licensee/Licence Applicant)

填寫前請參閱「填寫須知」
Please read "Notes for Completion" before completion

致：食物環境衛生署署長
To: Director of Food and Environmental Hygiene

甲部 持牌人／牌照申請人資料
Part A Particulars of Licensee/Licence Applicant

以下第 1 項只適用於以個人名義持有／申請牌照；而第 2 項只適用於以公司名義持有／申請牌照。
Item 1 below is only applicable to licence held/applied in the name of individual; whereas item 2 below is applicable to licence held/applied in the name of a corporation.

(1) 持牌人／牌照申請人*姓名： (中文) (Chinese) _____ (先生／女士*)
Name of Licensee/Licence Applicant* (英文) (English) _____ (Mr./Ms.*)

香港身分證／護照*號碼： _____
Hong Kong Identity Card/Passport* No.

(2) 公司名稱： (中文) (Chinese) _____
Name of Corporation (英文) (English) _____

獲授權代表姓名 (中文) (Chinese) _____ (先生／女士*)
Name of Authorised Person (英文) (English) _____ (Mr./Ms.*)

(3) 本人欲就下述處所（可就多於一個食物業處所作出委任申請，詳情請參閱「填寫須知」第(1)項）委任全職衛生經理／衛生督導員。

I wish to nominate in respect of the food premises mentioned below (can be more than one premises, please refer to **Item (1) of "Notes for Completion"** for details) a full-time Hygiene Manager/Hygiene Supervisor.

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

乙部 處所資料
Part B Particulars of Premises

可就多於一個處所作出委任申請（只適用於超級市場及美食廣場，詳情請參閱「填寫須知」第（1）項）

Nomination can be made in respect of more than one premises (Only applicable for Supermarket and Food Court, please refer to Item (1) of "Notes for Completion" for details)

處所（一） Premises (1)

(a) 店鋪名稱： _____
Shop Sign

(b) 牌照類別： _____ 牌照／申請牌照檔案*編號： _____
Type of Licence Licence/Licence Application File Reference* No.

(c) 地址 Address： _____
室／鋪 樓 座
Flat/Room/Shop Floor Block

大廈
Building _____

屋邨／鄉村
Estate/Village _____

街道名稱及號碼
No. and Name of Road/Street _____
(如涉及多於一條街道，請詳述)
(If involving more than one road/street, please specify)

地區 _____ 地段號碼（如適用） _____
District Lot No. (if available)
☐ 香港 ☐ 九龍 ☐ 新界 ☐ 離島
HK Kln NT Islands

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

(e) 本人欲就上述處所委任全職的：
I wish to nominate above mentioned premises a full-time
☐ 衛生經理 Hygiene Manager ☐ 衛生督導員 Hygiene Supervisor

(f) ☐ 這是首次提交委任書。
This is the first nomination.
☐ 現提交增補委任書，以前所委任的人士仍然在任。
This nomination is made to supplement my previous nomination(s).
☐ 這委任書取代以前就右列人士的委任： _____ 先生／女士*
This nomination is made to supersede my previous nomination of Mr./Ms.*

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

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

處所 (二) Premises (2)

- (a) 店鋪名稱： _____
Shop Sign
- (b) 牌照類別： _____ 牌照／申請牌照檔案*編號： _____
Type of Licence Licence/Licence Application File Reference* No.
- (c) 地址 Address： _____
室／鋪 樓 座
Flat/Room/Shop Floor Block
- 大廈 _____
Building
- 屋邨／鄉村 _____
Estate/Village
- 街道名稱及號碼 _____
No. and Name of Road/Street
(如涉及多於一條街道，請詳述) _____
(If involving more than one road/street, please specify)
- 地區 _____ 地段號碼 (如適用) _____
District Lot No. (if available)
- ☐ 香港 ☐ 九龍 ☐ 新界 ☐ 離島
HK Kln NT Islands
- (d) 電話號碼： _____ 傳真號碼： _____
Tel. No. Fax No.
- (e) 本人欲就上述處所委任全職的：
I wish to nominate above mentioned premises a full-time
☐ 衛生經理 Hygiene Manager ☐ 衛生督導員 Hygiene Supervisor
- (f) ☐ 這是首次提交委任書。
This is the first nomination.
☐ 現提交增補委任書，以前所委任的人士仍然在任。
This nomination is made to supplement my previous nomination(s).
☐ 這委任書取代以前就右列人士的委任： _____ 先生／女士*
This nomination is made to supersede my previous nomination of Mr./Ms.*

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

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

處所 (三) Premises (3)

(a) 店鋪名稱： _____
Shop Sign

(b) 牌照類別： _____ 牌照／申請牌照檔案*編號： _____
Type of Licence Licence/Licence Application File Reference* No.

(c) 地址 Address： _____
室／鋪 _____ 樓 _____ 座 _____
Flat/Room/Shop Floor Block

大廈 _____
Building

屋邨／鄉村 _____
Estate/Village

街道名稱及號碼 _____
No. and Name of Road/Street
(如涉及多於一條街道，請詳述) _____
(If involving more than one road/street, please specify)

地區 _____ 地段號碼 (如適用) _____
District Lot No. (if available)
☐ 香港 ☐ 九龍 ☐ 新界 ☐ 離島
HK Kln NT Islands

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

(e) 本人欲就上述處所委任全職的：
I wish to nominate above mentioned premises a full-time
☐ 衛生經理 Hygiene Manager ☐ 衛生督導員 Hygiene Supervisor

(f) ☐ 這是首次提交委任書。
This is the first nomination.
☐ 現提交增補委任書，以前所委任的人士仍然在任。
This nomination is made to supplement my previous nomination(s).
☐ 這委任書取代以前就右列人士的委任： _____ 先生／女士*
This nomination is made to supersede my previous nomination of Mr./Ms.*

(如有需要，請複印本頁填寫其他處所資料)
(Please use a copy of this page for particulars of other premises if required)

* 請刪去不適用者。 Please delete as appropriate.
☐ 請在適當方格內填上「✓」號。 Please tick in the appropriate box(es).

丙部 被委任人資料
Part C Particulars of Nominated Person

- (1) 被委任人姓名： (中文) (Chinese) (先生／女士*)
Name of Nominated Person (英文) (English) (Mr./Ms.*)
- (2) 香港身分證／護照*號碼：
Hong Kong Identity Card/Passport* No.

丁部 委任詳情
Part D Particulars of Nomination

- (1) 獲指派的工作時段： 由 至 店鋪營業時間：
Appointed Duty Hours from to Business Hours

- (2) 本人已獲被委任人告知以下事宜：

I have been informed by the Nominated Person of the following –

- ☐ 被委任人將會只在上述處所或同時在屬同一持牌人並位於同一超級市場或美食廣場內的其他食物業處所擔任有關職位，現在並非及將來亦不會同時在其他持牌處所擔任全職衛生經理或衛生督導員。

The nominated person will only work on the above premises or simultaneously on other premises which are under the same licensee and housed in the same supermarket or food court, and is now not working and will not work simultaneously on other licensed premises as a full-time Hygiene Manager or Hygiene Supervisor.

- ☐ 被委任人除了在上述處所或同時在屬同一持牌人並位於同一超級市場或美食廣場內的其他食物業處所擔任有關工作外，亦在另一持牌處所擔任全職衛生經理或衛生督導員職位。被委任人在上述處所及其他處所的工作時段將分別不少於每天 8 小時及彼此互不重疊。有關其他持牌處所的資料，請參閱附錄 I的「被委任人聲明」。

Apart from working on the above premises or simultaneously on other premises which are under the same licensee and housed in the same supermarket or food court, the nominated person also takes up the post as a full-time Hygiene Manager or Hygiene Supervisor on other licensed premises with working hours not less than 8 hours a day on each premises and without any overlapping of duty hours. Please refer to the “Declaration by Nominated Person” at **Appendix I** for details of the other licensed premises.

- (3) 被委任人的認可衛生訓練課程證書：

Recognised Hygiene Training Course Certificate of the Nominated Person

- ☐ 被委任人已修畢由食物環境衛生署（食環署）所舉辦的衛生督導員訓練課程，經考試合格並取得證書。
The nominated person has attended a hygiene supervisor training course **organised** by the Food and Environmental Hygiene Department (FEHD), passed the examination and obtained the certificate.

- ☐ 被委任人已修畢獲食環署所認可的衛生訓練課程，經考試合格並取得證書。所需的文件將以下述方式遞交：

The nominated person has attended a hygiene training course **recognised** by the FEHD, passed the examination and obtained the certificate. The required documents will be submitted by the following means –

- ☐ 隨本委任書附上被委任人的有關課程證書及其香港身分證／護照副本，以供核實。
Copies of the relevant hygiene training course certificate and Hong Kong Identity Card/Passport are attached herewith for verification.

- ☐ 被委任人會親身提交有關課程證書副本（供存檔）及其香港身分證／護照正本，以供核實。
The nominated person will present a copy of the relevant hygiene training course certificate (for retention) and original of his/her Hong Kong Identity Card/Passport in person for verification.

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

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

- (4) 本人謹聲明：本人已事先獲得被委任人的認可，在此委任書內向食環署披露有關他／她的個人資料。而被委任人亦已獲知會委任詳情，並接納有關委任事宜。請參閱由被委任人簽署的附錄 I 「被委任人聲明」。

I duly declare that I have obtained the nominated person's consent to disclose his/her personal particulars in this nomination form to the FEHD. The nominated person has also been notified of the nomination particulars and accepts the nomination. Please refer to the "Declaration by Nominated Person" at Appendix I signed by the nominated person.

/ /
日期（日／月／年）
Date (dd/mm/yyyy)

持牌人／牌照申請人*簽署^
Signature^ of Licensee/Licence Applicant*

獲授權代表簽署#（代表申請公司）
Signature# of Authorised Person
(for and on behalf of the Applying Corporation)

公司印章#
Company Chop#

^ 只適用於以個人名義持有牌照／提出牌照申請。
Only applicable to licence is holding/licence application in the name of individual.

只適用以公司名義持有牌照／提出牌照申請。
Only applicable to licence is holding/licence application is made in the name of a corporation.

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

填寫須知
Notes for Completion

- (1) 就屬同一持牌人並位於同一超級市場或美食廣場內的食物業處所，可就有關個別的牌照委任同一名人士為衛生經理／衛生督導員。在該情況下，該衛生經理／衛生督導員的全職工作是指每天在該等食物業處所的工作時間不少於合計為 8 小時，以及能夠充分地監督每間該等食物業處所的運作。

For those food premises which are under the same licensee and housed in the same supermarket or food court, appointment of the same person as the Hygiene Managers/Hygiene Supervisors for respective individual licences is allowed. In that case, the full time duty of the Hygiene Manager/Hygiene Supervisor requires working in those food premises for not less than in the aggregate 8 hours a day and adequate supervision of the food business of each of those food premises.

- (2) 請在本委任書及附錄 I「被委任人聲明」內填上正確資料。任何故意填報不實資料的行為，均須負上法律責任。

Please complete this nomination form and the “Declaration by Nominated Person” at Appendix I with correct information. Any bewildering acts of providing false information are liable to legal actions.

- (3) 本委任書須連同由被委任人簽署的附錄 I「被委任人聲明」一併遞交，否則本署無法處理有關申請。

This nomination form should be submitted with the “Declaration by Nominated Person” at Appendix I signed by the nominated person, otherwise this department is unable to process the application.

關於委任衛生經理／衛生督導員所填報的個人資料
Collection of Personal Data in Connection with
Nomination of Hygiene Manager/Hygiene Supervisor
(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

你透過本申請表格所提供的個人資料，會供食物環境衛生署（食環署）用於下述目的：

The personal data provided by means of this form will be used by the Food and Environmental Hygiene Department (FEHD) for:

- (a) 處理向本署分區環境衛生辦事處／牌照組辦事處／牌照簽發辦事處提交的委任衛生經理／衛生督導員事宜；及
carrying out activities relating to the nomination of Hygiene Manager/Hygiene Supervisor made to the District Environmental Hygiene Offices/Licensing Offices/Licence Issuing Offices of FEHD; and
- (b) 方便本署職員與你聯絡。
facilitating communication between staff of FEHD and yourself.

你在本申請表格內提供個人資料純屬自願性質。不過，如不提供充分的資料，本署將不能處理你的申請。

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.

2. 接受資料轉介人的類別 Class of Transferees

本署可能會向其他政府部門及機構披露你透過本申請表格所提供的資料，以達到上文第 1 段所述的目的。

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 第 6 原則的規定，你有權要求查閱及改正所提供的個人資料。查閱的權利包括有權索取本表格所提供的個人資料的複本一份。本署應查閱要求而提供資料時，可能徵收費用。

You have a right of 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 the 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（包括查閱和更改個人資料），可向下列辦事處提出：
Enquiries concerning the personal data collected in this form including the request for access to and correction of personal data should be addressed to the following respective offices:

分區環境衛生辦事處 District Environmental Hygiene Offices

港島及離島區	Hong Kong & Islands
中西區環境衛生辦事處 香港皇后大道中 345 號上環市政大廈 10 樓 電話號碼：2853 2504 傳真號碼：2851 7653	Central/Western District Environmental Hygiene Office 10/F, Sheung Wan Municipal Services Building, 345 Queen's Road Central, Hong Kong Tel. No.: 2853 2504 Fax No.: 2851 7653
東區環境衛生辦事處 香港鰂魚涌街 38 號鰂魚涌市政大廈 3 樓 電話號碼：3103 7041 傳真號碼：2565 8203	Eastern District Environmental Hygiene Office 3/F, Quarry Bay Municipal Services Building, 38 Quarry Bay Street, Hong Kong Tel. No.: 3103 7041 Fax No.: 2565 8203
南區環境衛生辦事處 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	Southern District Environmental Hygiene Office 4/F, Aberdeen Municipal Services Building, 203 Aberdeen Main Road, Hong Kong Tel. No.: 2903 0411 Fax No.: 2873 1608
灣仔區環境衛生辦事處 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	Wanchai District Environmental Hygiene Office 7/F, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wanchai, Hong Kong Tel. No.: 2879 5760 Fax No.: 2519 6884
離島區環境衛生辦事處 香港中環統一碼頭道 38 號海港政府大樓 6 樓 電話號碼：2852 3606 傳真號碼：2545 2964	Islands District Environmental Hygiene Office 6/F, Harbour Building, 38 Pier Road, Central, Hong Kong Tel. No.: 2852 3606 Fax No.: 2545 2964
九龍區	Kowloon
九龍城區環境衛生辦事處 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	Kowloon City District Environmental Hygiene Office 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
觀塘區環境衛生辦事處 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	Kwun Tong District Environmental Hygiene Office Level 7, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon Tel. No.: 3102 7373 Fax No.: 2343 6734
旺角區環境衛生辦事處 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	Mong Kok District Environmental Hygiene Office 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
深水埗區環境衛生辦事處 九龍深水埗元州街 59-63 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	Sham Shui Po District Environmental Hygiene Office 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
黃大仙區環境衛生辦事處 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	Wong Tai Sin District Environmental Hygiene Office 3/F, Tai Shing Street Market Building, 121 Choi Hung Road, Wong Tai Sin, Kowloon Tel. No.: 2997 9005 Fax No.: 2351 5710
油尖區環境衛生辦事處 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	Yau Tsim District Environmental Hygiene Office 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
北區環境衛生辦事處 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	North District Environmental Hygiene Office 4/F, Shek Wu Hui Municipal Services Building, 13 Chi Cheong Road, Sheung Shui, New Territories Tel. No.: 2679 2815 Fax No.: 2679 5695
西貢區環境衛生辦事處 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	Sai Kung District Environmental Hygiene Office 8/F, Sai Kung Tseung Kwan O Government Complex, 38 Pui Shing Road, Tsueng Kwan O, New Territories Tel. No.: 3740 5100 Fax No.: 2792 9937
沙田區環境衛生辦事處 新界沙田沙田鄉事會路 138 號新城市中央廣場第 1 座 12 樓 1201-1207 室及 1220-1221 室 電話號碼：2634 1957 傳真號碼：2634 0442	Sha Tin District Environmental Hygiene Office Unit 1201-1207, 1220-1221, 12/F, Tower 1, Grand Central Plaza, 138 Sha Tin Rural Committee Road, Sha Tin, New Territories Tel. No.: 2634 1957 Fax No.: 2634 0442
大埔區環境衛生辦事處 新界大埔鄉事會街 8 號大埔綜合大樓 3 樓 電話號碼：3183 9111 傳真號碼：2650 1171	Tai Po District Environmental Hygiene Office 3/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories Tel. No.: 3183 9111 Fax No.: 2650 1171
葵青區環境衛生辦事處 新界葵涌興芳路 166-174 號葵興政府合署 9 樓 電話號碼：2619 9482 傳真號碼：2480 4023	Kwai Tsing District Environmental Hygiene Office 9/F, Kwai Hing Government Offices Building, 166-174 Hing Fong Road, Kwai Chung, New Territories Tel. No.: 2619 9482 Fax No.: 2480 4023
荃灣區環境衛生辦事處 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	Tsuen Wan District Environmental Hygiene Office 3/F, Yeung Uk Road Municipal Services Building, 45 Yeung Uk Road, Tsuen Wan, New Territories Tel. No.: 2212 9735 Fax No.: 2414 8809
屯門區環境衛生辦事處 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	Tuen Mun District Environmental Hygiene Office 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
元朗區環境衛生辦事處 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	Yuen Long District Environmental Hygiene Office 2/F-5/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, New Territories Tel. No.: 2920 7605 Fax No.: 2477 5099

牌照組辦事處 Licensing Offices

港島及離島區牌照組辦事處 香港灣仔軒尼詩道 225 號駱克道市政大廈 8 樓 電話號碼：2879 5738 傳真號碼：2507 2964	Hong Kong and Islands Licensing Office 8/F, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wanchai, Hong Kong Tel. No.: 2879 5738 Fax No.: 2507 2964
九龍區牌照組辦事處 九龍深水埗基隆街 333 號北河街市政大廈 4 樓 電話號碼：2729 1632 傳真號碼：3146 5319	Kowloon Licensing Office 4/F, Pei Ho Street Municipal Services Building, 333 Ki Lung Street, Sham Shui Po, Kowloon Tel. No.: 2729 1632 Fax No.: 3146 5319
新界區牌照組辦事處 新界大埔鄉事會街 8 號大埔綜合大樓 4 樓 電話號碼：3183 9226 傳真號碼：2606 3350	New Territories Licensing Office 4/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories Tel. No.: 3183 9226 Fax No.: 2606 3350

牌照簽發辦事處 Licence Issuing Offices

港島及離島區牌照簽發辦事處 香港灣仔軒尼詩道 225 號駱克道市政大廈 8 樓 電話號碼：2879 5710 傳真號碼：2511 5526	Hong Kong and Islands Licence Issuing Office 8/F, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wanchai, Hong Kong Tel. No.: 2879 5710 Fax No.: 2511 5526
九龍區牌照簽發辦事處 九龍深水埗基隆街 333 號北河街市政大廈 4 樓 電話號碼：2729 1964 傳真號碼：2708 9761	Kowloon Licence Issuing Office 4/F, Pei Ho Street Municipal Services Building, 333 Ki Lung Street, Sham Shui Po, Kowloon Tel. No.: 2729 1964 Fax No.: 2708 9761
新界區牌照簽發辦事處 新界大埔鄉事會街 8 號大埔綜合大樓 4 樓 電話號碼：3183 9206 傳真號碼：2602 0824	New Territories Licence Issuing Office 4/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories Tel. No.: 3183 9206 Fax No.: 2602 0824



衛生經理／衛生督導員委任書
Nomination of Hygiene Manager/Hygiene Supervisor

被委任人聲明
Declaration by Nominated Person

(由被委任人填寫)
(To be completed by Nominated Person)

致： 食物環境衛生署署長
To: Director of Food and Environmental Hygiene

處所資料 Particulars of Premises

(a) 店鋪名稱： _____
Shop Sign

(b) 牌照類別： _____ 牌照／申請牌照檔案*編號： _____
Type of Licence Licence/Licence Application File Reference* No.

(c) 地址 Address： _____
室／鋪 樓 座 _____
Flat/Room/Shop Floor Block

大廈 _____
Building

屋邨／鄉村 _____
Estate/Village

街道名稱及號碼 _____
No. and Name of Road/Street
(如涉及多於一條街道，請詳述) _____
(If involving more than one road/street, please specify)

地區 _____ 地段號碼 (如適用) _____
District Lot Number (if any)

☐ 香港 ☐ 九龍 ☐ 新界 ☐ 離島
HK Kln NT Islands

* 請刪去不適用者。 Please delete as appropriate.
☐ 請在適當方格內填上「✓」號。 Please tick in the appropriate box(es).

本人謹聲明 I hereby declare that :

- (1) 就上述處所持牌人／牌照申請人委任本人擔任該處所的衛生經理／衛生督導員一事，本人同意上述處所持牌人／牌照申請人向食環署披露本人的個人資料，並已閱讀衛生經理／衛生督導員委任書（FEHB 221）所附連的個人資料填報目的說明；

As regards the nomination of myself as Hygiene Manager/Hygiene Supervisor of the above premises by the licensee/licence applicant, my consent has been given to the licensee/licence applicant of the above premises to disclose my personal data to the FEHD and I have read the Collection of Personal Data Statement of Purpose attached to the Hygiene Manager/Hygiene Supervisor Nomination Form (FEHB 221);

- (2) 本人接納獲委任為上述處所全職：

I accept the nomination at the above mentioned premises as a full-time

☐ 衛生經理 Hygiene Manager ☐ 衛生督導員 Hygiene Supervisor

- (3) ☐ 本人將會只在上述處所擔任有關職位，現在並非及將來亦不會同時在其他持牌處所擔任全職衛生經理或衛生督導員。

I shall only work on the above stated premises and am now not working and shall not work simultaneously on other licensed premises as a full-time Hygiene Manager or Hygiene Supervisor.

- ☐ 本人除了在上述處所擔任有關工作外，亦會在下述持牌處所擔任以下的職位。本人在上述及下述處所的工作時段將分別不少於每天 8 小時及彼此互不重疊：

Apart from working on the above premises, I also take up the following post on the below-listed licensed premises with working hours not less than 8 hours a day on each premises and without any overlapping of duty hours:

☐ 全職衛生經理 ☐ 全職衛生督導員
Full-time Hygiene Manager Full-time Hygiene Supervisor

其他處所資料 Particulars of Other Premises

(a) 店鋪名稱： _____
Shop Sign

(b) 牌照類別： _____ 牌照／申請牌照檔案*編號： _____
Type of Licence Licence/Licence Application File Reference* No.

(c) 地址 Address： _____
室／鋪 _____ 樓 _____ 座 _____
Flat/Room/Shop Floor Block

大廈 _____
Building

屋邨／鄉村 _____
Estate/Village

街道名稱及號碼 _____
No. and Name of Road/Street
(如涉及多於一條街道，請詳述) _____
(If involving more than one road/street, please specify)

地區 _____ 地段號碼（如適用） _____
District Lot No. (if available)

☐ 香港 ☐ 九龍 ☐ 新界 ☐ 離島
HK Kln NT Islands

(d) 獲指派的工作時段： 由 _____ 至 _____ 店鋪營業時間： _____
Appointed Duty Hours from to Business Hours

（如有需要，請複印本頁填寫其他處所資料）

(Please use a copy of this page for particulars of other premises if required)

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

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

撤銷委任（此部份只適用於撤銷之前曾在其他持牌處所核准的委任）

Cancellation of Nomination (This part is only applicable for cancellation of nomination previously approved at other licensed premises)

- (4) 本人在上述處所工作之前曾於下述持牌處所擔任以下職位。由於本人將會在上述處所擔任有關職位，現撤銷本人作為下述處所的衛生經理／衛生督導員的委任：

Before working on the above stated premises, I have taken up the following post on the below-listed premises. As I shall only work on the above stated premises, I wish to cancel my nomination of Hygiene Manager/Hygiene Supervisor at the below-listed premises:

- ☐ 全職衛生經理
Full-time Hygiene Manager
- ☐ 全職衛生督導員
Full-time Hygiene Supervisor

填寫曾核准委任的資料純屬自願，為方便食環署處理是次申請，並且更新有關記錄。

The provision of information of previously approved nomination is voluntary. The information is used for facilitating the FEHD to process this application and updating the relevant record.

處所資料 Particulars of Premises

- (a) 店鋪名稱：
Shop Sign _____
- (b) 牌照類別：
Type of Licence _____
- 牌照／申請牌照檔案*編號：
Licence/Licence Application File Reference* No. _____
- (c) 地址 Address：
室／鋪 _____ 樓 _____ 座 _____
Flat/Room/Shop _____ Floor _____ Block _____
- 大廈
Building _____
- 屋邨／鄉村
Estate/Village _____
- 街道名稱及號碼
No. and Name of Road/Street _____
(如涉及多於一條街道，請詳述)
(If involving more than one road/street, please specify) _____
- 地區 _____ 地段號碼（如適用）
District _____ Lot No. (if available) _____
- ☐ 香港 ☐ 九龍 ☐ 新界 ☐ 離島
HK Kln NT Islands
- (d) 獲指派的工作時段： 由 _____ 至 _____ 店鋪營業時間：
Appointed Duty Hours from to Business Hours _____

（如有需要，請複印本頁填寫其他處所資料）

(Please use a copy of this page for particulars of other premises if required)

（先生／女士*）

(Mr./Ms.*)

被委任人姓名
Name of Nominated Person

電話號碼
Tel. No.

日期（日／月／年）
Date (dd/mm/yyyy)

被委任人簽署
Signature of Nominated Person

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

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