

委任／撤銷／委任及撤銷\*經理  
Nomination/Cancellation/Nomination and Cancellation\* of Manager(s)

致：分區辦事處秘書  
To : District Secretary

處所資料  
Particulars of Premises

食物業處所地址 : \_\_\_\_\_  
Address of Food Premises

牌照／許可證\*類別 : \_\_\_\_\_  
Type of Licence/Permit\*  
牌照／許可證\*號碼 : \_\_\_\_\_  
Licence/Permit\* No.

甲部 : 持牌人／獲授權人／持證人\*委任經理

Part A [此部分只適用於委任經理]

**Nomination by Licensee/Authorized Person/Permittee\***  
*[This part is only applicable for nomination of manager]*

本人是上述處所的持牌人／獲授權人／持證人\*，現擬委任以下人士作為經理，其個人資料如下：

I am the licensee/authorized person/permittee\* of the above premises and wish to nominate the following person to be the manager. The personal particulars of the nominated manager are as follows:

姓名 : \_\_\_\_\_ 先生／女士\*  
Name Mr./Ms.\*

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

住址 : \_\_\_\_\_  
Residential Address

電話號碼 : \_\_\_\_\_  
Tel. No.

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

上述人士會於本人不在場時執行衛生方面的規定。他／她\*沒有在任何獲食物環境衛生署發給牌照／許可證的處所擔任持牌人或委任經理<sup>註一</sup>。本人明白，即使食物環境衛生署已接受有關委任，但委任經理如違反發牌／持牌條件或觸犯法例，本人仍須負上責任，並會因而被檢控和懲罰。日後如發現本人提供不正確或虛假資料，食物環境衛生署有權取消已接受的委任。

He/She\* will act on my behalf to carry out hygiene instructions during my absence. He/She\* is neither the licensee nor the nominated manager of any premises licensed / permitted by the Food and Environmental Hygiene Department <sup>Note 1</sup>. I understand that the acceptance of the nomination does not absolve me from any liability arising from breach of licensing requirements/conditions or contravention of the law committed by the nominated manager. I will be liable for being prosecuted or punished for the breach or contravention. I understand that if any information submitted by me is later found to be incorrect or fraudulent, the acceptance of the nomination will be subject to cancellation.

簽名 : \_\_\_\_\_  
Signature (持牌人／獲授權人／持證人\*)  
(licensee/authorized person/permittee\*)  
姓名 : \_\_\_\_\_  
Name  
公司印章  
(如持牌人／持證人為公司) : \_\_\_\_\_  
Company Stamp  
(for company as licensee/permittee)  
香港身分證／護照\*號碼 : \_\_\_\_\_  
Hong Kong Identity Card/Passport\* No.  
日期 : \_\_\_\_\_  
Date

**乙部** : 委任經理受聘書  
**Part B** [此部分只適用於委任經理]  
**Acceptance Notice by Nominated Manager**  
*[This part is only applicable for nomination of manager]*

本人接納上述委任，並證實上述有關本人的資料正確無誤。本人沒有在任何獲食物環境衛生署發給牌照／許可證的處所擔任持牌人或委任經理<sup>註一</sup>。本人明白，日後如發現本人提供不正確或虛假資料，食物環境衛生署有權取消已接受的委任。

I confirm that I accept the above nomination and that the information concerning me given above is correct. I am neither the licensee/permittee nor the nominated manager of any premises licensed/permitted by the Food and Environmental Hygiene Department <sup>Note 1</sup>. I understand that if any information submitted by me is later found to be incorrect or fraudulent, the acceptance of the nomination will be subject to cancellation.

簽名 : \_\_\_\_\_  
Signature  
姓名 : \_\_\_\_\_ 先生／女士\*  
Name Mr./Ms.\*  
香港身分證／護照\*號碼 : \_\_\_\_\_  
Hong Kong Identity Card /Passport \*No.  
日期 : \_\_\_\_\_  
Date

**丙部** : 持牌人／獲授權人／持證人\*撤銷經理

**Part C** [此部分只適用於撤銷經理]

**Cancellation of Nomination by Licensee/Authorized Person/Permittee\***

*[This part is only applicable for cancellation of nomination]*

本人是上述處所的持牌人／獲授權人／持證人\*，現撤銷委任以下人士作為經理，其個人資料如下：

I am the licensee/authorized person/permittee\* of the above premises and wish to cancel my nomination of the following person to be the manager. The personal particulars of the nominated manager to be cancelled are as follows:

姓名 : \_\_\_\_\_ 先生／女士\*  
Name Mr./Ms.\*

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

住址 : \_\_\_\_\_  
Residential Address

電話號碼 : \_\_\_\_\_  
Tel. No.

簽名 : \_\_\_\_\_  
Signature (持牌人／獲授權人／持證人\*)  
(licensee/authorized person/permittee\*)

姓名 : \_\_\_\_\_  
Name

公司印章  
(如持牌人／持證人為公司) : \_\_\_\_\_  
Company Stamp  
(for company as licensee/permittee)

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

日期 : \_\_\_\_\_  
Date

**註一** : 持牌／證人可委任同一經理於與上述處所同一樓層其他由他／她／公司持牌／證的處所執行衛生方面的規定。

**Note 1** The licensee/permittee may nominate the same manager to carry out hygiene instructions at more than one food premises located on the same floor of the captioned premises and covered by a licence/permit held by him/her/the company.

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

關於委任／撤銷／委任及撤銷經理  
所填報的個人資料

Collection of Personal Data in Connection with  
Nomination/Cancellation/Nomination and Cancellation of Manager(s)

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

- (1) 處理向食環署提交的委任經理的相關事宜；以及  
carrying out activities relating to the nominations of managers made to the FEHD; and
- (2) 方便食環署職員與你聯絡；  
facilitating communication among staff of the FEHD and yourself.

你透過本申請表格提供個人資料，純屬自願。不過，如你不提供充分的資料，食環署恐怕不能處理你的申請。

The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, the FEHD may not be able to process your application.

2. 接受資料轉介人的類別

Class of Transferees

食環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申請表格所提供的個人資料的複本一份。食環署應查閱要求而提供資料時，可能徵收費用。

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

如對本申請表格收集的個人資料有任何查詢，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	<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 59-63 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 1201-1207 室及 1220-1221 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 166-174 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 &amp; 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>