

其他行業牌照轉讓申請書
Application for Transfer of Other Trade Licence

致 分區辦事處秘書
To: District Secretary

本人／本公司*欲申請將以下其他行業牌照轉讓：
I/Our company* intend(s) to apply for the transfer of the following other trade licence:

(請只選擇右列其中一項)
(Please choose only one item
on the right)

- ☐ 商營浴室牌照 Commercial Bathhouse Licence
- ☐ 殯儀館牌照 Funeral Parlour Licence
- ☐ 厭惡性行業牌照 Offensive Trade Licence
- ☐ 泳池牌照 Swimming Pool Licence
- ☐ 殮葬商牌照 Undertaker's Licence

(甲) 申請資料

(A) Particulars of Application

- (1) 持牌人姓名： (中文) _____ (英文) _____ (先生／女士*)
Name of Licensee (Chinese) (English) (Mr./Ms.*)
- (2) 香港身分證／護照*號碼： _____
Hong Kong Identity Card/Passport* No.
- 商業登記號碼： _____
Business Registration No.
- (3) 擬議承讓人姓名： (中文) _____ (英文) _____ (先生／女士*)
Name of Proposed Transferee (Chinese) (English) (Mr./Ms.*)
- (4) 現時有效牌照號碼： _____
Current Valid Licence No.

* 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).

(5) 牌照處所地址：

Address of the Licensed Premises

室／鋪 _____ 樓 _____ 〇 _____
Flat/Room/Shop _____ Floor _____ Block _____

大廈 _____
Building _____

屋邨／鄉村 _____
Estate/Village _____

街道名稱及門牌號碼 _____
No. and Name of Road/Street _____

(如涉及多於一條街道，請詳述) _____
(please specify if more than one road/street is involved)

分區 _____ 地區 _____
Sub-district _____ District _____

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

(6) 在轉讓牌照後的通訊地址：

Correspondence Address after Transfer of Licence

(7) 在轉讓牌照後的電話號碼：

Tel. No. after Transfer of Licence

- (8) 本人／本公司*閱悉關於申請轉讓其他行業牌照所填報的個人資料目的說明書，並完全明白其內容。如本人／本公司*日後就是項申請提出任何更改，本人／本公司*須以書面通知食物環境衛生署及擬議承讓人。

I have/Our company has* read and fully understood the Statement of Purpose for Collection of Personal Data in Connection with the Application for Transfer of Other Trade Licence. Should I/our company* propose any subsequent changes to this application, I/our company* shall notify the Food and Environmental Hygiene Department and the proposed transferee in writing.

- (9) 本人／本公司*以中文／英文*為日後的通訊語言。

I/Our company* would use Chinese/English* for future correspondence.

日期 (日／月／年)
Date (dd/mm/yyyy)

持牌人簽署
Signature of the Licensee

* 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) 擬議承讓人資料 (擬議承讓人請留意隨附的「擬議承讓人須知」以提交所須文件)

(B) Particulars of Proposed Transferee (The proposed transferee is invited to note the “Notice to Proposed Transferee” attached below for submission of the required documents)

本人／本公司*願意成為(甲)部所述牌照的持牌人。

I am/Our company is* willing to be the holder of the licence as stated in Part (A).

(1) 擬議承讓人姓名：(中文) _____ (英文) _____ (先生／女士*)
Name of Proposed (Chinese) (English) (Mr./Ms.*)
Transferee

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

商業登記號碼： _____
Business Registration No.

(3) 通訊地址： _____
Correspondence Address

(4) 電話號碼： _____
Tel. No.

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

- (5) 本人／本公司*閱悉關於申請轉讓其他行業牌照所填報的個人資料目的說明書，並完全明白其內容。如本人／本公司*日後就是項申請提出任何更改，本人／本公司*須以書面通知食物環境衛生署及持牌人。

I have/Our company has*read and fully understood the Statement of Purpose for Collection of Personal Data in Connection with the Application for Transfer of Other Trade Licence. Should I/our company* propose any subsequent changes to this application, I/our company* shall notify the Food and Environmental Hygiene Department and the licensee in writing.

- (6) 本人／本公司*以中文／英文*為日後的通訊語言。

I/Our company* would use Chinese/English* for future correspondence.

茲證實本人在本申請書所述的各項詳情，均屬真實正確。本人明白如獲批出牌照，須遵從適用於該牌照的所有規定、條件和限制。

I hereby confirm that all particulars stated in this application form are true and correct. I understand that if a licence is granted, I shall comply with all requirements, conditions and restrictions to which such licence is subject.

日期（日／月／年）
Date (dd/mm/yyyy)

擬議承讓人簽署
Signature of the Proposed Transferee

歡迎使用食物環境衛生署的電子申請服務提交其他行業牌照轉讓申請。有關詳情，請瀏覽網頁
<http://www.fehd.gov.hk>。

You are welcome to use the Electronic Application Service of the Food and Environmental Hygiene Department to submit applications for transfer of Other Trade Licences. Please visit <http://www.fehd.gov.hk> for details.

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

擬議承讓人須知 NOTICE TO PROPOSED TRANSFEREE

1. 擬議承讓人須確保在該處所經營其他行業，能符合食物環境衛生署（食環署）、其他政府部門及有關的主管當局按其執行的法例所訂立的規定。因此，擬議承讓人應預早查閱以下文件：（一）政府租契、（二）樓宇的入伙紙以及（三）法定圖則。擬議承讓人可以從下列政府辦事處獲得有關資料：

The **proposed transferee** must ensure that the operation of other trade business at the subject premises is in compliance with the requirements imposed under the legislation administered by FEHD, other government departments and the relevant authorities. **Proposed transferees** are strongly advised to check well in advance the following documents: (1) the Government Lease, (2) the Occupation Permit of the building, and (3) statutory plan. Relevant information and documents may be obtained from the following government offices:

土地註冊處

- 綜合查冊中心
- 地址：
香港金鐘道 66 號金鐘道政府合署 19 樓
- 查詢電話：2867 2871
- 該處會收取提供政府租契及入伙紙（如已在土地註冊處登記）複本的服務費用。

Land Registry

- Central Search Office
- Address:
19/F, Queensway Government Offices,
66 Queensway, Hong Kong
- Enquiry Number: 2867 2871
- A fee will be charged for supplying copies of a Government Lease and the Occupation Permit (if registered in the Land Registry) of the building.

屋宇署

- 樓宇資訊中心
- 地址：
九龍油麻地海庭道 11 號西九龍政府合署北座
屋宇署總部 2 樓
- 查詢電話：2626 1207（由「1823」接聽）
- 該署會收取處理申領入伙紙經核證真確副本的費用。

Buildings Department

- Building Information Centre
- Address:
2/F, Buildings Department Headquarters,
North Tower, West Kowloon Government Offices,
11 Hoi Ting Road, Yau Ma Tei, Kowloon
- Enquiry Number: 2626 1207(Handled by "1823")
- A fee will be charged for applying for a certified true copy of the Occupation Permit of the building.

規劃署

- 規劃資料查詢處
- 地址：
香港北角渣華道 333 號北角政府合署 17 樓
或
新界沙田上禾輦路 1 號沙田政府合署 14 樓
- 查詢電話：2231 5000
- 該署就是否須按有關法定圖則及其註釋的規定就處所用途申請規劃許可，提供免費查詢服務。
- 市民可自行透過互聯網，登入「法定規劃綜合網站」（網址：www.ozp.tpb.gov.hk）瀏覽有關法定圖則及其註釋。
- 市民在下列地點繳付指定費用後，便可取得有關法定圖則及其註釋：
地政總署地圖銷售處
香港北角渣華道 333 號北角政府合署 23 樓
（電話號碼：2231 3187）或
九龍彌敦道 382 號地下（電話號碼：2780 0981）

Planning Department

- Planning Information Enquiry
- Address:
17/F, North Point Government Offices,
333 Java Road, North Point, Hong Kong
or
14/F, Sha Tin Government Offices,
1 Sheung Wo Che Road, Sha Tin, New Territories
- Enquiry Number: 2231 5000
- Free enquiry service is provided with respect to whether the use of premises requires planning permission according to the relevant statutory plan and the Notes attached to the plan.
- The relevant statutory plan and the Notes attached to the plan can be browsed at "Statutory Planning Portal" (www.ozp.tpb.gov.hk).
- A copy of the statutory plan and the Notes attached to the plan can be obtained, on payment of the prescribed fee, from the Map Publications Centre of the Lands Department at 23/F, North Point Government Offices, 333 Java Road, Hong Kong (Tel. No.: 2231 3187) or G/F, 382 Nathan Road, Kowloon (Tel. No.: 2780 0981)

2. 以公司名義提出的申請書，須連同下列文件遞交，否則食環署無法處理有關申請。

For application in the name of a corporation, the following documents should be submitted to FEHD, otherwise FEHD is unable to process the application.

- (a) 該公司的商業登記證副本；
A copy of the Business Registration Certificate of the corporation;
- (b) 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;
- (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 the 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.

關於申請轉讓其他行業牌照所填報的個人資料
Collection of Personal Data in Connection with
Application for Transfer of Other Trade Licence

（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:

- (1) 處理向食環署分區環境衛生辦事處提交的轉讓其他行業牌照申請的相關事宜；以及
carrying out activities relating to applications for the transfer of other trade licence made to the District Environmental Hygiene Office of 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轉讓申請。

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 transfer.

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
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：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
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：2563 4340 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.: 2563 4340 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：2552 8406 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.: 2552 8406 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：2507 3364 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.: 2507 3364 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 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
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：2711 2493 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.: 2711 2493 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 7388 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 7388 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：2395 2727 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.: 2395 2727 Fax No.: 2391 5572
深水埗區環境衛生辦事處 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 6959 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 6959 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：2328 6531 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.: 2328 6531 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 1299 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 1299 Fax No.: 2735 5955

新界區**New Territories**

<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	<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
<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	<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
<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 2812 傳真號碼：2679 5695	<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 2812 Fax No.: 2679 5695
<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	<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
<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：2420 9204 傳真號碼：2480 4023	<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.: 2420 9204 Fax No.: 2480 4023
<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 9701 傳真號碼：2414 8809	<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 9701 Fax No.: 2414 8809
<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：2146 8642 傳真號碼：2452 6559	<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.: 2146 8642 Fax No.: 2452 6559
<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：2475 3433 傳真號碼：2477 5099	<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.: 2475 3433 Fax No.: 2477 5099