

## 申請委任／取消替手 Application for Appointment/Cancellation of Deputy

(只適用於固定攤位小販牌照)  
(Applicable to Fixed-Pitch Hawker Licence Only)

本申請表格適用於委任或取消食物環境衛生署(食環署)簽發固定攤位小販牌照的替手申請。申請人(即小販牌照持有人)填寫本表格前,請細閱表格第四部分「注意事項」。請用不能擦掉的黑色原子筆以正楷填寫。如有增刪,請在修改處旁邊簡簽作實。

This application form is applicable to appointment or cancellation of Deputy of **Fixed-Pitch Hawker Licence issued by the Food and Environmental Hygiene Department (FEHD)**. Before completing this form by the applicant (i.e. Hawker Licensee), please read carefully the "NOTES FOR ATTENTION" in Part IV of this form. Please complete the form in block letters with a non-erasable black ball pen. If there are errors, please initial next to the amendments.

### 第一部分 申請人資料

#### PART I PARTICULARS OF APPLICANT

(1)	姓名： Name	..... (中文 Chinese)	..... (英文 English)	(2)	性別：..... Sex										
(3)	出生日期(日/月/年)：..... Date of Birth (DD/MM/YYYY)	(4)	香港身份證號碼：..... ( ) HKID Card No.												
(5)	本地流動電話號碼 <sup>^</sup> ： Local Mobile Phone No. <sup>^</sup>	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>													
(6)	其他本地電話號碼： Other Local Telephone No.	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>													
(7)	居住地址： Residential Address	..... ..... 香港/九龍/新界* HK/KLN/NT*													
(8)	通訊地址： Correspondence Address	..... ..... 香港/九龍/新界* HK/KLN/NT* (如與居住地址相同,請填寫「同上」。 If it is the same as the residential address, please write "same as above". )													
(9)	牌照號碼： Licence No.	.....													
(10)	攤位號碼： Pitch No.	.....													
(11)	攤位地點： Pitch Location	.....													
(12)	小販牌照屆滿日期： Hawker Licence Expiry Date	.....													

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

<sup>^</sup> 食環署接獲申請後,會把確認接獲申請的短訊發送至申請人在本部分第(5)項提供的本地流動電話號碼。

FEHD will acknowledge receipt of the application by sending a SMS to the local mobile phone number provided in item (5) above.

**第二部分 申請委任／取消替手**  
**PART II APPLICATION FOR APPOINTMENT/CANCELLATION OF DEPUTY**

請在方格內填上「✓」號。 Please put a “✓” in the box below.

<input type="checkbox"/>	委任替手 Appointment of Deputy	<input type="checkbox"/>	取消替手 Cancellation of Deputy
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**替手資料 PARTICULARS OF DEPUTY**

(註：在考慮申請委任替手時，被委任的人須通過「一戶多牌<sup>#</sup>」的查核。)

(Note: In considering application for Deputy Permit, the persons to be appointed have to be passed the multiple holding<sup>#</sup> checks.)

(1)	姓名： Name	..... (中文 Chinese)	..... (英文 English)	(2)	性別： Sex	.....
(3)	出生日期(日/月/年)： Date of Birth (DD/MM/YYYY)	.....	(4)	香港身份證號碼： HKID Card No.	..... ( )	
(5)	居住地址： Residential Address	..... ..... 香港/九龍/新界* HK/KLN/NT*				
<p>(6) 如屬<b>委任替手</b>，請填寫擬委任替手時期及遞交被委任人士須的替手聲明書。          For <b>Appointment of Deputy</b>, please fill in the proposed period of appointment of deputy and submit the declaration form of the appointed person.</p> <p>擬委任替手時期<sup>&amp;</sup>：          Proposed Period of Appointment of Deputy<sup>&amp;</sup> 由(日/月/年)：..... 至(日/月/年)：.....          From (DD/MM/YYYY) To (DD/MM/YYYY)</p>						
<p>(7) 如屬<b>取消替手</b>，請提供以下其中一項文件，並在其方格內填上「✓」號。          For <b>Cancellation of Deputy</b>, please provide one of the following documents, and put a “✓” in the corresponding box.</p> <p><input type="checkbox"/> 現夾付上述替手的替手許可證正本(替手許可證編號：.....)。          Enclosed are the original copy of the above Deputy Permit (Deputy Permit No. ....)</p> <p><input type="checkbox"/> 現夾付上述替手的替手許可證之警署報失紙(只適用於遺失相關文件的情況)。          Enclosed are the memo of lost property of the above Deputy Permit (Applicable only in case of loss of related document)</p>						

<sup>#</sup> 一般而言，被委任為替手的申請人，其父母、配偶和子女不得同時持有小販牌照。如被委任人未能提交相關資料以供查核，其委任替手的申請將不能處理。

Generally speaking, the parents, spouse, son and daughter of the appointed deputy must not hold a hawker licence. If the appointed person fails to submit relevant information for verification, his application for appointment as a deputy will not be processed.

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

<sup>&</sup> 除在署長認為適當的特別情況外，為期不可超過6個月。

Except in such special circumstances as The Director thinks fit, the period shall not exceed 6 months.

**第三部分 申請人聲明**  
**PART III DECLARATION BY APPLICANT**

本人謹此聲明：

I hereby declare that:

- 就本人所知所信，本申請表格內填報的各項資料均正確無訛，本人亦無隱瞞任何需要提供的資料。  
 The information provided in this Application Form is true and correct to the best of my knowledge and belief, and I have not withheld any information required to be provided herein.
- 本人明白，所有在本署以本人身分證明文件號碼登記的小販牌照相關記錄，會根據在本申請表內填報的地址而同時更改。  
 I understand that any change of address notified in this application form, all my hawker licence related records under the same identity document held by this Department will also be changed.

- (3) 本人明白，如填報的資料經查明失實或作出虛假聲明，本申請將不獲批准，如已獲批准亦會被撤銷。此外，本人亦可能須為虛假資料或聲明負上法律責任。

I understand that this application will not be approved or such approval if given will be revoked if I have given false information or made a false declaration. Also, I may be liable to legal responsibility arising from the false information given or false declaration made.

- (4) 本人已細閱本申請表格的內容及明白有關「注意事項」。

I hereby declare that I have read through the content of this application form and understand the “Notes for Attention”.

.....  
日期（日／月／年）  
Date(DD/MM/YYYY)

.....  
申請人姓名  
Name of Applicant

.....  
申請人簽署  
Signature of Applicant

#### 第四部分 注意事項 PART IV NOTES FOR ATTENTION

- (1) 如申請人沒有使用指定表格、申請資料不全或提供不正確資料，申請將不被接納。
  - (2) 在一般情況下，本署會在接獲申請後七天內向你發出確認申請通知。確認通知會透過手機短訊方式發放。如你未能提供本地流動電話號碼，將不會接獲確認申請通知及申請編號。如你遞交申請後十四天內尚未收到相關訊息，可向所屬的分區環境衛生辦事處查詢。各分區環境衛生辦事處的地址及電話已列載於本表格第 4-5 頁。
  - (3) 本署在處理委任替手的申請時，被委任人士須遞交替手聲明書。
  - (4) 如你向本署提供其姓名、地址或身分證明文件有所更改，你須將有關更改以書面通知食環署署長，以作修改。
  - (5) 如你住址及通訊地址有所更改，請提供正本或副本現時地址的證明（住址及通訊地址），而該地址證明需發出距今不超過三個月（包括水電煤或電訊公司收費單、銀行、保險公司、政府部門、本地大學、國際或本地註冊的慈善機構發出的文件）。
  - (6) 如有任何疑問，可向所屬的分區環境衛生辦事處查詢。各分區環境衛生辦事處的地址及電話已列載於本表格第 4-5 頁。
- (1) Applications will not be accepted if applicants do not use the prescribed form, or provide insufficient or incorrect information.
  - (2) In general, this department will issue an acknowledgement of application to you within 7 days on receipt of application. The acknowledgement will be issued through SMS. No acknowledgement and notification of application number will be given if local mobile phone number is not provided. If you do not receive any response within 14 days of submission of application, you may contact respective District Environmental Hygiene Office. The address and telephone number of District Environmental Hygiene Offices are listed on page 4-5 of this form.
  - (3) In processing of the application for Deputy by this Department, the appointed person should be required to submit the declaration.
  - (4) If a change occurs in the name, address or identity document of a hawker licence previously provided by you to the Director for FEHD, you shall notify the Director for FEHD in writing for amendment.
  - (5) If there is any change in residential/correspondence address, original or photocopy of proof of present address (residential address/correspondence address) which is issued not more than 3 months from now (includes utility or telecommunication bills, documents issued by banks, insurance companies, government departments, local universities, international charitable organizations or charitable organizations registered in Hong Kong) is required.
  - (6) For enquiries, please contact respective District Environmental Hygiene Office. The address and telephone number of District Environmental Hygiene Offices are listed on page 4-5 of this form.

#### 第五部分 關於委任／取消食環署固定攤位小販牌照的替手申請所填報的個人資料 （根據《個人資料（私隱）條例》的規定處理）

#### PART V COLLECTION OF PERSONAL DATA IN CONNECTION WITH APPOINTMENT/CANCELLATION OF DEPUTY OF FIXED-PITCH HAWKER LICENCE BY FEHD (IN ACCORDANCE WITH THE PERSONAL DATA (PRIVACY) ORDINANCE)

##### 目的說明 Statement of Purposes

##### (1) 收集資料的目的 Purposes of Collection

食環署會利用在這份表格填報的資料作以下用途：

The personal data which you have provided by in this form will be used by FEHD for:

- (a) 處理委任／取消固定攤位小販牌照替手申請及相關事宜；以及  
processing the appointment/cancellation of deputy of Fixed Pitch Hawker Licence and related matters; and
- (b) 方便食環署職員及其他政府部門的職員與申請人聯絡。  
facilitating communication among the staff of FEHD, other government departments and the applicant.

在本表格填報的個人資料，純屬自願提供。不過，如申請人不提供充分的資料，食環署未必可以處理有關申請。

The provision of personal provided in this form is voluntary. However, if the applicant does not provide sufficient information, we may not be able to process the application.

##### (2) 接受資料轉介人的類別 Class of Transferees

你在本聲明書內填報的個人資料，可能會為上文第 1 段所載目的而向其他政府部門披露，以達致上文第 1 段所載的目的。

The personal data provided in this form may be disclosed to other government departments 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，申請人有權查閱及改正所提供的個人資料。查閱的權利包括可就本申請表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。

Applicants 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. The right of access includes the right to obtain a copy of the personal data provided in this form. A fee may be imposed for complying with a data access request.

**第六部分 查詢**  
**PART VI Enquiries**

如對經本申請表取得個人資料一事有任何疑問，包括查閱及更改資料，可向下列各有關分區環境衛生辦事處查詢：  
Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to the respective District Environmental Hygiene Offices set out below:

**港島區及離島區**

**Hong Kong & Islands**

<p><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 電郵地址：cwdoeh@fehd.gov.hk</p>	<p><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 Email Address: cwdoeh@fehd.gov.hk</p>
<p><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：2563 4340 傳真號碼：2565 8203 電郵地址：edoeh@fehd.gov.hk</p>	<p><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 Email Address: edoeh@fehd.gov.hk</p>
<p><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：2552 8406 傳真號碼：2873 1608 電郵地址：sdoeh@fehd.gov.hk</p>	<p><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 Email Address: sdoeh@fehd.gov.hk</p>
<p><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：2507 3364 傳真號碼：2519 6884 電郵地址：wchdoeh@fehd.gov.hk</p>	<p><u>Wan Chai District Environmental Hygiene Office</u> 7/F, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wan Chai, Hong Kong Tel. No.: 2507 3364 Fax No.: 2519 6884 Email Address: wchdoeh@fehd.gov.hk</p>
<p><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 626 室 電話號碼：2852 3215 傳真號碼：2545 2964 電郵地址：isdoeh@fehd.gov.hk</p>	<p><u>Islands District Environmental Hygiene Office</u> Room 626, 6/F, Harbour Building, 38 Pier Road, Central, Hong Kong Tel. No.: 2852 3215 Fax No.: 2545 2964 Email Address: isdoeh@fehd.gov.hk</p>
<p><u>港島及離島區小販及街市組辦事處</u> 香港灣仔軒尼詩道 225 號駱克道市政大廈 8 樓 電話號碼：2879 5696 傳真號碼：2507 2964</p>	<p><u>Hawkers and Markets Section (Hong Kong and Islands Office)</u> 8/F, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wan Chai, Hong Kong Tel. No.: 2879 5696 Fax No.: 2507 2964</p>

**九龍區**

**Kowloon**

<p><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 1299 傳真號碼：2735 5955 電郵地址：ytdoeh@fehd.gov.hk</p>	<p><u>Yau Tsim District Environmental Hygiene Office</u> 3/F &amp; 4/F, Kwun Chung Municipal Services Building, 17 Bowring Street, Yau Ma Tei, Kowloon Tel. No.: 2302 1299 Fax No.: 2735 5955 Email Address: ytdoeh@fehd.gov.hk</p>
<p><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：2395 2727 傳真號碼：2391 5572 電郵地址：mkdoeh@fehd.gov.hk</p>	<p><u>Mong Kok District Environmental Hygiene Office</u> 6/F &amp; 7/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon Tel. No.: 2395 2727 Fax No.: 2391 5572 Email Address: mkdoeh@fehd.gov.hk</p>
<p><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-10 樓 電話號碼：2748 6959 傳真號碼：2748 6937 電郵地址：sspdoeh@fehd.gov.hk</p>	<p><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 Email Address: sspdoeh@fehd.gov.hk</p>
<p><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：2711 2493 傳真號碼：2761 0718 電郵地址：kcdoeh@fehd.gov.hk</p>	<p><u>Kowloon City District Environmental Hygiene Office</u> 3/F &amp; 4/F, To Kwa Wan Market and Government Offices, 165 Ma Tau Wai Road, Kowloon Tel. No.: 2711 2493 Fax No.: 2761 0718 Email Address: kcdoeh@fehd.gov.hk</p>
<p><u>黃大仙區環境衛生辦事處</u> 九龍彩虹道 121 號大成街街市大廈 3 樓 電話號碼：2328 6531 傳真號碼：2351 5710 電郵地址：wtsdoeh@fehd.gov.hk</p>	<p><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 Email Address: wtsdoeh@fehd.gov.hk</p>
<p><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 7388 傳真號碼：2343 6734 電郵地址：ktdoeh@fehd.gov.hk</p>	<p><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 Email Address: ktdoeh@fehd.gov.hk</p>
<p><u>九龍區小販及街市組辦事處</u> 九龍欽州街西 87 號食物環境衛生署南昌辦事處暨車房 3 樓 301 室 電話號碼：2309 2086 傳真號碼：2789 0171</p>	<p><u>Hawkers and Markets Section (Kowloon Office)</u> Room 301, 3/F, Food and Environmental Hygiene Department Nam Cheong Offices and Vehicle Depot, 87 Yen Chow Street West, Kowloon Tel. No.: 2309 2086 Fax No.: 2789 0171</p>

新界區

New Territories

<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 9701 傳真號碼：2414 8809                  電郵地址：twdoeh@fehd.gov.hk</p>	<p><u>Tsuen Wan District Environmental Hygiene Office</u>                  3/F, Yeung Uk Road Municipal Services Building,                  45 Yeung Uk Road, Tsuen Wan, N.T.                  Tel. No.: 2212 9701 Fax No.: 2414 8809                  Email Address: twdoeh@fehd.gov.hk</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：2420 9204 傳真號碼：2480 4023                  電郵地址：kwtdoeh@fehd.gov.hk</p>	<p><u>Kwai Tsing District Environmental Hygiene Office</u>                  9/F, Kwai Hing Government Offices,                  166 - 174 Hing Fong Road, Kwai Chung, N.T.                  Tel. No.: 2420 9204 Fax No.: 2480 4023                  Email Address: kwtdoeh@fehd.gov.hk</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 2812 傳真號碼：2679 5695                  電郵地址：ndoeh@fehd.gov.hk</p>	<p><u>North District Environmental Hygiene Office</u>                  4/F, Shek Wu Hui Municipal Services Building,                  13 Chi Cheong Road, Sheung Shui, N.T.                  Tel. No.: 2679 2812 Fax No.: 2679 5695                  Email Address: ndoeh@fehd.gov.hk</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                  電郵地址：tpdoeh@fehd.gov.hk</p>	<p><u>Tai Po District Environmental Hygiene Office</u>                  3/F, Tai Po Complex, 8 Heung Sze Wui Street,                  Tai Po, N.T.                  Tel. No.: 3183 9119 Fax No.: 2650 1171                  Email Address: tpdoeh@fehd.gov.hk</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                  電郵地址：skdoeh@fehd.gov.hk</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, N.T.                  Tel. No.: 3740 5100 Fax No.: 2792 9937                  Email Address: skdoeh@fehd.gov.hk</p>
<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                  電郵地址：stdoeh@fehd.gov.hk</p>	<p><u>Sha Tin District Environmental Hygiene Office</u>                  Units 1201-1207, 1220-1221, Level 12, Tower 1, Grand Central Plaza,                  138 Sha Tin Rural Committee Road, Sha Tin, N.T.                  Tel. No.: 2634 0136 Fax No.: 2634 0442                  Email Address: stdoeh@fehd.gov.hk</p>
<p><u>屯門區環境衛生辦事處</u>                  新界屯門喜路 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                  電郵地址：tmdoeh@fehd.gov.hk</p>	<p><u>Tuen Mun District Environmental Hygiene Office</u>                  1/F &amp; 3/F, Tuen Mun Government Offices,                  1 Tuen Hi Road, Tuen Mun, N.T.                  Tel. No.: 2146 8642 Fax No.: 2452 6559                  Email Address: tmdoeh@fehd.gov.hk</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-5 樓                  電話號碼：2475 3433 傳真號碼：2477 5099                  電郵地址：yldoeh@fehd.gov.hk</p>	<p><u>Yuen Long District Environmental Hygiene Office</u>                  2/F-5/F, Yuen Long Government Offices,                  2 Kiu Lok Square, Yuen Long, N.T.                  Tel. No.: 2475 3433 Fax No.: 2477 5099                  Email Address: yldoeh@fehd.gov.hk</p>