

申請電子繳納街市攤檔租金通知書
Application for Electronic Demand Note for Market Stall Rent

本申請表格適用於申請食物環境衛生署（食環署）的電子繳納街市攤檔租金通知書。請用不能擦掉的黑色或深藍色原子筆以正楷填妥申請表，並在填寫前，先細閱表格第二部分「填寫及遞交表格須知」。如有增刪，請在修改處旁邊簡簽作實。 This form is for application for Electronic Demand Note (e-Demand Note) for market stall rent by the Food and Environmental Hygiene Department (FEHD). Please use a non-erasable black or dark blue ball pen to fill in this form in BLOCK letters and read carefully the “NOTES FOR FILLING IN AND SUBMISSION OF THE APPLICATION FORM” in Part II before completing the form. Please initial next to any corrections you make on the form.

第一部分 申請人(街市攤檔承租人)資料
PART I PARTICULARS OF APPLICANT (TENANT)

(1) 姓名： (2)
Name (中文 Chinese) (英文 English)
須與租約上姓名相同 Same as that printed on the tenancy agreement

(3) 香港身份證號碼： (4) 本地聯絡電話號碼：
HKID Card No. Local Telephone No.

(5) 街市攤檔資料*
Detail of Market Stalls*

街市：	攤檔編號：
Market	Stall No.
街市：	攤檔編號：
Market	Stall No.
街市：	攤檔編號：
Market	Stall No.
街市：	攤檔編號：
Market	Stall No.
街市：	攤檔編號：
Market	Stall No.

(6) 登記電郵地址：
Registered Email Address

#申請獲得批准後，食環署會向你的登記電郵地址發出是次申請的電子繳納街市攤檔租金通知書，而不再向你發出紙本繳款通知書。
After the approval of application, this Department will issue e-Demand Note for this application to your registered email address, and no demand note in paper form will be issued.

申請人簽署 : _____
Signature of Applicant

日期 : _____
Date

*如本申請表格的空位不夠應用，請另紙填寫詳細資料。
If space provided on this application form is insufficient, please give the details on a separate sheet of paper.

第二部分 填寫及遞交表格須知

PART II NOTES FOR FILLING IN AND SUBMISSION OF THE APPLICATION FORM

- (1) 符合條件的申請人可將申請表格連同證明文件一起提交至各分區環境衛生辦事處。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。
Eligible applicants can submit the application form with supporting documents to respective District Environmental Hygiene Office. Applications will not be accepted if applicants do not use the prescribed form, or provide insufficient or incorrect information.
- (2) 每一個街市攤檔只可登記一個電郵地址。
Each market stall can register only one email address.
- (3) 申請人必須以下條件：
Applicant shall provide the following supporting documents:
 - (a) 已填妥的申請表格
Completed application form
 - (b) 香港身份證副本
Copy of Hong Kong Identity Card
- (4) 在本申請表格內提供個人資料，純屬自願性質，但如資料不全，食環署可能無法處理有關申請。
The provision of personal data in this application form is voluntary but we may not be able to process the application if the applicant provide insufficient information.
- (5) 食環署不會接收郵資不足的郵件，有關郵件將由香港郵政退回寄件人（有回郵地址）或予以銷毀（沒有回郵地址）。為確保郵件能妥善送達食環署，並免卻不必要的派遞延誤或失誤，請切記在投寄郵件前支付足額郵資及註明回郵地址。〔請參閱郵費的詳情，並留意由 2019 年 2 月 1 日起生效的新郵費結構 (<http://www.hongkongpost.hk/>)。〕
FEHD will not accept underpaid mail items, which will be returned to the sender (with return address) or disposed of (without return address) by the Hongkong Post. For proper delivery of your mail items to us, and to avoid unnecessary delivery delay or unsuccessful delivery, please ensure your mail items bear sufficient postage with return address before posting. [Please note details about postage and pay attention to the New Postage Structure effective from 1 February 2019 (<http://www.hongkongpost.hk/>).]
- (6) 填妥的申請表格須於本表格第二部分第 (1) 項經以下途徑遞交。
Completed application form shall be submitted in Part II item (1) of this form by the following means.
 - (a) 請將填妥的申請書及所需文件郵寄至各分區環境衛生辦事處。有關各分區環境衛生辦事處地址已列載於本表格第 3-4 頁。
Please return the completed application form and necessary documents by post to the respective District Environmental Hygiene Office. The address of District Environmental Hygiene Offices are listed on page 3-4 of this form.

親身遞交申請表格時間：

Please note the following office hours for submitting the application form in person:

星期一至星期五：上午九時至下午一時及下午二時至六時

Monday to Friday: 9 a.m. to 1 p.m. and 2 p.m. to 6 p.m.

星期六、星期日及公眾假期休息

Closed on Saturdays, Sundays and public holidays

- (b) 親身申請：符合條件的申請人可帶備申請所需文件於辦公時間內親身到各分區環境衛生辦事處申請。如由親友前來代辦，則需登記代辦人資料，以作紀錄。
Eligible applicant can bring along the required documents to the respective District Environmental Hygiene Office during the office hours. If the application is submitted by the applicant's relative/friend in person, the authorized person is required to provide his/her information of identity for our registration.

第三部分 其他注意事項

PART III OTHER POINTS TO NOTE

- (1) 無論在索取或遞交表格時，均無須繳付任何費用。
No fee is payable for obtaining or submitting the application forms.
- (2) 食環署並無委託任何機構／人士代為接收／處理申請或就辦理申請提供協助。任何人士均不享有任何特權。
FEHD has not entrusted any organisations/persons to receive/process applications or assist in the submission of applications. No person can enjoy any privilege.
- (3) 申請人與食環署進行任何事務往來時，均不得向食環署職員提供任何利益。
Applicant should not offer any advantage to FEHD staff while having dealings of any kind with FEHD.

第四部分 關於申請食物環境衛生署繳納街市攤檔租金電子通知書的個人資料
(根據《個人資料(私隱)條例》的規定處理)

PART IV COLLECTION OF PERSONAL DATA IN CONNECTION WITH APPLICATION FOR FOOD AND ENVIRONMENTAL HYGIENE DEPARTMENT E-DEMAND NOTE FOR MARKET STALL RENT (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申請表格填報的資料作以下用途：

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

- (a) 處理食物環境衛生署繳納街市攤檔租金電子通知書及相關事宜；以及
processing the application for Food and Environmental Hygiene Department E-Demand Note for Market Stall Rent 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.
- (c) 在本申請表格內提供個人資料，純屬自願性質。不過，如申請人未能提供足夠資料，食環署可能無法處理有關申請。

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

(2) 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，申請人有權查閱及更改其個人資料。查閱的權利包括有權索取在本申請表內提供的個人資料副本一份。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 as provided for in 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.

(3) 查詢 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，可致電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, by calling respective District Environmental Hygiene Offices set out below:

	辦事處 Office	地址 Address	電話號碼 Tel. No.
港島區及 離島區 Hong Kong & Islands	中西區 環境衛生辦事處 Central/Western District Environmental Hygiene Office	香港皇后大道中 345 號上環市政大廈 10 樓 10/F, Sheung Wan Municipal Services Building 345 Queen's Road Central, Hong Kong	2545 0506
	東區 環境衛生辦事處 Eastern District Environmental Hygiene Office	香港鯉魚涌街 38 號鯉魚涌市政大廈 3 樓 3/F, Quarry Bay Municipal Services Building 38 Quarry Bay Street, Hong Kong	2563 4340
	南區 環境衛生辦事處 Southern District Environmental Hygiene Office	香港香港仔大道 203 號香港仔市政大廈 4 樓 4/F, Aberdeen Municipal Services Building 203 Aberdeen Main Road, Hong Kong	2552 8406
	灣仔區 環境衛生辦事處 Wan Chai District Environmental Hygiene Office	香港灣仔軒尼詩道 225 號駱克道市政大廈 7 樓 7/F, Lockhart Road Municipal Services Building 225 Hennessy Road, Wan Chai, Hong Kong	2507 3364
	離島區 環境衛生辦事處 Islands District Environmental Hygiene Office	香港中環統一碼頭道 38 號海港政府大樓 6 樓 626 室 Room 626, 6/F, Harbour Building, 38 Pier Road Central, Hong Kong	2852 3215
九龍區 Kowloon	油尖區 環境衛生辦事處 Yau Tsim District Environmental Hygiene Office	九龍油麻地寶靈街 17 號官涌市政大廈 3 樓及 4 樓 3/F & 4/F, Kwun Chung Municipal Services Building 17 Bowring Street, Yau Ma Tei, Kowloon	2302 1299

	辦事處 Office	地址 Address	電話號碼 Tel. No.
九龍區 Kowloon	旺角區 環境衛生辦事處 Mong Kok District Environmental Hygiene Office	九龍旺角花園街 123 號 A 花園街市政大廈 6 樓 及 7 樓 6/F & 7/F, Fa Yuen Street Municipal Services Building 123A Fa Yuen Street, Mong Kok, Kowloon	2395 2727
	深水埗區 環境衛生辦事處 Sham Shui Po District Environmental Hygiene Office	九龍深水埗元州街 59-63 號元州街市政大廈 8 樓 -10 樓 8/F-10/F, Un Chau Street Municipal Services Building 59-63 Un Chau Street, Sham Shui Po, Kowloon	2748 6959
	九龍城區 環境衛生辦事處 Kowloon City District Environmental Hygiene Office	九龍馬頭圍道 165 號土瓜灣政府合署 3 樓及 4 樓 3/F & 4/F, To Kwa Wan Market and Government Offices 165 Ma Tau Wai Road, Kowloon	2711 2493
	黃大仙區 環境衛生辦事處 Wong Tai Sin District Environmental Hygiene Office	九龍彩虹道 121 號大成街街市大廈 3 樓 3/F, Tai Shing Street Market Building 121 Choi Hung Road, Wong Tai Sin, Kowloon	2328 6531
	觀塘區 環境衛生辦事處 Kwun Tong District Environmental Hygiene Office	九龍觀塘瑞和街 9 號瑞和街市政大廈 7 樓 Level 7, Shui Wo Street Municipal Services Building 9 Shui Wo Street, Kwun Tong, Kowloon	3102 7388
新界區 New Territories	荃灣區 環境衛生辦事處 Tsuen Wan District Environmental Hygiene Office	新界荃灣楊屋道 45 號楊屋道市政大廈 3 樓 3/F, Yeung Uk Road Municipal Services Building 45 Yeung Uk Road, Tsuen Wan, N.T.	2212 9701
	葵青區 環境衛生辦事處 Kwai Tsing District Environmental Hygiene Office	新界葵涌興芳路 166-174 號葵興政府合署 9 樓 9/F, Kwai Hing Government Offices 166 - 174 Hing Fong Road, Kwai Chung, N.T.	2420 9204
	北區 環境衛生辦事處 North District Environmental Hygiene Office	新界上水智昌路 13 號石湖墟市政大廈 4 樓 4/F, Shek Wu Hui Municipal Services Building, 13 Chi Cheong Road, Sheung Shui, N.T.	2679 2812
	大埔區 環境衛生辦事處 Tai Po District Environmental Hygiene Office	新界大埔鄉事會街 8 號大埔綜合大樓 3 樓 3/F, Tai Po Complex, 8 Heung Sze Wui Street Tai Po, N.T.	3183 9119
	西貢區 環境衛生辦事處 Sai Kung District Environmental Hygiene Office	新界將軍澳培成路 38 號西貢將軍澳政府綜合大 樓 8 樓 8/F, Sai Kung Tseung Kwan O Government Complex 38 Pui Shing Road, Tseung Kwan O, N.T.	3740 5100
	沙田區 環境衛生辦事處 Sha Tin District Environmental Hygiene Office	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 Units 1201-1207, 1220-1221, Level 12, Tower 1 Grand Central Plaza, 138 Sha Tin Rural Committee Road, Sha Tin, N.T.	2634 0136
	屯門區 環境衛生辦事處 Tuen Mun District Environmental Hygiene Office	新界屯門喜路 1 號屯門政府合署 1 樓及 3 樓 1/F & 3/F, Tuen Mun Government Offices 1 Tuen Hi Road, Tuen Mun, N.T.	2146 8642
	元朗區 環境衛生辦事處 Yuen Long District Environmental Hygiene Office	新界元朗橋樂坊 2 號元朗政府合署 2 樓-5 樓 2/F-5/F, Yuen Long Government Offices 2 Kiu Lok Square, Yuen Long, N.T.	2475 3433