

許可證申請書
APPLICATION FOR PERMIT

(簽發予以公司名義申請者)

(TO BE ISSUED IN THE NAME OF A CORPORATION)

致： 分區辦事處秘書
To： **District Secretary**

本人欲代表下述公司申請
I intend to apply for and
on behalf of the
corporation mentioned
below for a

- 以售賣機售賣食物許可證 Permit to Sell Food by means of Vending Machine
- 受限制食物售賣許可證 Restricted Food Permit
- 非瓶裝飲品許可證 Non-Bottled Drinks Permit
- 售賣冰凍甜點許可證 Frozen Confections Permit
- 涼茶許可證 Chinese Herb Tea Permit
- 奶品許可證 Milk Permit
- 新鮮及冷藏貝介類水產動物售賣許可證 Fresh and/or Frozen Shell Fish Permit

申請許可證的處所地址：
Address of premises under application

室/鋪 _____ 樓 _____ 座 _____
Flat/Rm/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 more than one road/street is involved, please specify)

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

香港 九龍 新界
HK Kln NT

電話號碼： _____ 傳真號碼： _____
Tel. no. _____ Fax no. _____

(甲) 公司資料

(A) Particulars of the Corporation

(1) 公司名稱 (中文) : _____
Name of corporation (Chinese)
(英文) : _____
(English)

(2) 公司註冊號碼 : _____ 電話號碼 : _____
Company Registration No. Tel. no.

(3) 公司註冊地址 :
Address of registered office

(4) 執行董事姓名 (中文) : _____ (先生/女士*)
Name of managing (Chinese) (Mr./Ms.*)
director
(英文) : _____
(English)

(5) 住址 :
Residential address

(6) 電話號碼 : _____
Tel. no.

(乙) 獲授權人資料

(B) Particulars of the Authorised Person

(1) 獲授權人姓名 (中文) : _____ (先生/女士*)
Name of authorised person (Chinese) (Mr./Ms.*)
(英文) : _____
(English)

(2) 香港身分證/護照*號碼： _____
Hong Kong identity card/Passport* no.

(3) 獲授權人在公司擔任的職位： _____
Position of the authorised person in the corporation

(4) 住址： _____
Residential address

(5) 電話號碼： _____ 傳真號碼： _____
Tel. no. Fax no.

(6) 聯絡人姓名： (中文)： _____ (先生/女士*)
Name of contact person (Chinese) (Mr./Ms.*)
(英文)： _____
(English)

(7) 電話號碼： _____ 傳真號碼： _____
Tel. no. Fax no.

(8) 擬售賣的受限制食物：
Items of restricted food intended to be sold

- | | |
|---|--|
| <input type="checkbox"/> 切開生果
Cut fruit | <input type="checkbox"/> 原裝包裝的冰凍甜點
Frozen confections in original cups and wrappers |
| <input type="checkbox"/> 涼茶
Chinese herb tea | <input type="checkbox"/> 雪糕球
Frozen confections sold by scoop |
| <input type="checkbox"/> 涼粉
Leung fan | <input type="checkbox"/> 奶類及奶類飲品
Milk and milk beverages |
| <input type="checkbox"/> 壽司/刺身
Sushi/Sashimi | <input type="checkbox"/> 供不經烹煮而食用的蠔
Oysters to be eaten in raw state |
| <input type="checkbox"/> 以售賣機出售的食物
Food sold by means of a vending machine | |
| <input type="checkbox"/> 貝介類水產動物 (並非由海港或香港仔海港所採集)
Shell fish (not collected in the harbour nor the harbour in Aberdeen) | |
| <input type="checkbox"/> 供不經烹煮而食用的肉類
Meat to be eaten in raw state | |
| <input type="checkbox"/> 非瓶裝飲品---飲品機提供的飲品 / 稀釋果汁 / 鮮榨果汁*
Non-bottled drinks --- in dispensing machines/prepared by dilution/fresh fruit juice* | |
| <input type="checkbox"/> 其他 (請說明)： _____
Others (Please specify) | |

- (9) 本人以中文 / 英文 * 為日後的通訊語言。
I would use Chinese / English * for my future correspondence.

日期 (日/月/年)
Date (dd/mm/yyyy)

獲授權代表簽署
Signature of authorised representative
(代表申請公司)
(for and on behalf of the applying corporation)

公司印章
Company chop

* 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).

申請人須知

NOTICE TO APPLICANT

(1) 須遞交以下文件，以支持有關申請：

The following documents have to be submitted in support of the application:

- (a) 根據《公司條例》(第32章)的規定而取得的公司註冊證書副本，並由公司註冊處處長證實其為認證副本；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. 32) certified as true copy by the Registrar of Companies; or any other document to establish the legal entity of the corporation;
- (b) 公司的註冊辦事處通知書副本，並由公司註冊處處長證實其為認證副本；
a copy of Notice of Situation of the Registered Office certified as true copy by the Registrar of Companies;
- (c) 公司最新近的週年報表，並由公司註冊處處長證實其為認證副本；
the latest Annual Return certified as true copy by the Registrar of Companies;
- (d) 由該公司董事會通過的書面決議，授權一名人士代表該公司處理與發牌當局牌照申請事宜；
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;
- (e) 該名獲授權代表所簽署的接納授權通知書；
Notice of Acceptance of the Authorisation signed by the authorised representative;
- (f) 該公司的組織大綱及細則副本；及
a copy of the Memorandum and Articles of Association of the corporation; and
- (g) 該公司的商業登記證副本。
a copy of Business Registration Certificate for the corporation.

(2) 按照《公眾衛生及市政條例》(第132章)第125(8)條的規定，食物環境衛生署署長若決定拒絕你有關批出或續發牌照、許可證或登記的申請，必須以書面給予通知。假如你對署長的決定感到不滿，可根據該條例第125(9)條的規定，在宣布有關決定的通知書送達給你後的14天內，向牌照上訴委員會提出上訴。

Pursuant to Section 125(8) of the Public Health and Municipal Services Ordinance (Cap.132), the Director of Food and Environmental Hygiene shall inform you in writing of any decision made to reject your application for the grant or renewal of licence, permit or registration. If you are dissatisfied with the decision made by the Director, you may within 14 days after the service on you of the notice declaring the decision appeal to the Licensing Appeals Board in accordance with Section 125(9) of the Ordinance.

(3) 申請人亦可在政府表格網頁：www.info.gov.hk/forms/chinese/main.htm 以電子形式提交申請，並須一併以電子形式提交有關文件。

Applicant may also submit electronic applications together with the relevant documents via Government Forms website : www.info.gov.hk/forms/english/main.htm.

關於申請食物業及其他行業牌照所填報的個人資料

Collection of Personal Data in Connection with Application for Food Business and Other Trade Licences

[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 Purposes

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，會供發牌當局用於下述目的：

The personal data provided by means of this form will be used by the Licensing Authority for:

- (1) 處理向發牌局提交的新簽發/轉讓/續發食物業及其他行業牌照/許可證申請的相關事宜；
carrying out activities relating to the applications for the grant/transfer/renewal of food business and other trade licences/permits made to the Licensing Authority;
- (2) 處理向發牌當局提交的新簽發/轉讓/續發酒牌及會所酒牌申請的相關事宜，其中包括按照酒牌局指定的辦法張貼告示，或列出申請的有關細節，以徵詢公眾意見；以及
carrying out activities relating to the applications for the grant/transfer/renewal of liquor licences and club liquor licences made to the Licensing Authority. These may include posting of public notices in such manner as determined by the Liquor Licensing Board and setting out the particulars of the application for public consultation; and
- (3) 方便發牌當局、其他政府部門的職員與你之間的聯絡。
facilitating communication among staff of the Licensing Authority, other Government departments 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，則食物環境衛生署（食環署）恐怕不能處理你的牌照申請。

The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, the Food and Environmental Hygiene Department (FEHD) may not be able to process your application for licences/permits.

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

如對許可證申請有任何疑問，包括對本申請表格收集的個人資料有任何查詢，可向下列各有關分區環境衛生辦事處提出：

Enquiries concerning the application for permit including the personal data collected by means of this form, should be addressed to the following respective District Environmental Hygiene Office :

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	電話號碼：2545 0506 / 2853 2502 Tel. no.
東區環境衛生辦事處 Eastern District Environmental Hygiene Office	電話號碼：2563 4340 / 3103 7008 Tel. no.
南區環境衛生辦事處 Southern District Environmental Hygiene Office	電話號碼：2552 8406 / 2903 0411 Tel. no.
灣仔區環境衛生辦事處 Wanchai District Environmental Hygiene Office	電話號碼：2507 3364 / 2879 5743 Tel. no.
離島區環境衛生辦事處 Islands District Environmental Hygiene Office	電話號碼：2852 3215 / 2852 3205 Tel. no.

九龍區

Kowloon

油尖區環境衛生辦事處 Yau Tsim District Environmental Hygiene Office	電話號碼：2302 1299 / 2302 1297 Tel. no.
旺角區環境衛生辦事處 Mong Kok District Environmental Hygiene Office	電話號碼：2749 3627 / 2749 3626 Tel. no.
深水埗區環境衛生辦事處 Sham Shui Po District Environmental Hygiene Office	電話號碼：2748 6959 / 2748 6934 Tel. no.
九龍城區環境衛生辦事處 Kowloon City District Environmental Hygiene Office	電話號碼：2711 2493 / 2711 5721 Tel. no.
黃大仙區環境衛生辦事處 Wong Tai Sin District Environmental Hygiene Office	電話號碼：2328 6531 / 2997 9003 Tel. no.
觀塘區環境衛生辦事處 Kwun Tong District Environmental Hygiene Office	電話號碼：3102 7388 / 3102 7303 Tel. no.

新界區

New Territories

荃灣區環境衛生辦事處 Tsuen Wan District Environmental Hygiene Office	電話號碼：2212 9701 / 2212 9704 Tel. no.
葵青區環境衛生辦事處 Kwai Tsing District Environmental Hygiene Office	電話號碼：2420 9204 / 2420 6151 Tel. no.
北區環境衛生辦事處 North District Environmental Hygiene Office	電話號碼：2679 2812 / 2679 2872 Tel. no.
大埔區環境衛生辦事處 Tai Po District Environmental Hygiene Office	電話號碼：3183 9119 / 3183 9109 Tel. no.
西貢區環境衛生辦事處 Sai Kung District Environmental Hygiene Office	電話號碼：2163 9105 / 2163 9101 Tel. no.
沙田區環境衛生辦事處 Sha Tin District Environmental Hygiene Office	電話號碼：2634 0136 / 2634 0200 Tel. no.
屯門區環境衛生辦事處 Tuen Mun District Environmental Hygiene Office	電話號碼：2146 8642 / 2451 3400 Tel. no.
元朗區環境衛生辦事處 Yuen Long District Environmental Hygiene Office	電話號碼：2475 3433 / 2920 7606 Tel. no.