

受限制食物售賣許可證申請書

(網上售賣或要約出售預先包裝的受限制食物，
而不涉及在業務處所內處理及貯存售賣食物)

APPLICATION FOR RESTRICTED FOOD PERMIT

(Online Sale or Offer for Sale of Prepackaged Restricted Food
Without Handling and Storage of Food for Sale on Business Premises)

致 牌照組助理秘書

To: Assistant Secretary, Licensing Office

本人／本人代表下述公司*欲申請許可證，以售賣下列類別的受限制食物：

I / I, on behalf of the corporation mentioned below*, intend to apply for a permit for the sale of the following type of restricted food:

※ 須就每類擬售賣的受限制食物分別申請許可證。

A permit is required for each type of restricted food intended to be sold.

☐ 預先包裝冷凍（冰鮮）及／或冷藏*肉類
Prepackaged Chilled and/or Frozen* Meat

☐ 冷凍（冰鮮）及／或冷藏*牛肉
Chilled and/or Frozen* Beef

☐ 冷凍（冰鮮）及／或冷藏*豬肉
Chilled and/or Frozen* Pork

☐ 冷凍（冰鮮）及／或冷藏*羊肉
Chilled and/or Frozen* Mutton

(請只選擇右列其中一項)

(Please choose only one item on the right)

☐ 預先包裝壽司及／或刺身*
Prepackaged Sushi and/or Sashimi*

☐ 預先包裝供不經烹煮而食用的蠔
Prepackaged Oysters to Be Eaten in Raw State

☐ 預先包裝新鮮及／或冷凍（冰鮮）及／或冷藏*介貝類水產動物
Prepackaged Fresh and/or Chilled and/or Frozen* Shellfish

☐ 原廠盛杯及包裹物料包裝的冰凍甜點
Frozen Confections in Original Cups and Wrappers

☐ 介貝類水產動物（大閘蟹）
Shell Fish (Hairy Crab)

☐ 其他（請詳述）：
Others (Please specify)

* 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).

申請資料

Particulars of Application

(倘以公司名義提出申請，你只須填寫第 1 項、第 3 項、第 8 項及其後各項及附錄 I 及 II。)

(If application is made in the name of a corporation, you only need to complete items 1, 3, 8 and onwards, and Appendices I and II.)

- (1) 申請人姓名／公司名稱*：(中文) _____ (先生／女士*)
Name of Applicant/ (Chinese) _____ (Mr./Ms.*)
Corporation*
(英文正楷) _____
(English in BLOCK letters)

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

- (3) 通訊地址：_____
Correspondence Address

發證後通訊地址（如欲在發證後以另一個地址接收信件，請列明。）

Correspondence Address after Issue of Permit (Please state if you wish to receive correspondence at another address after the issue of permit.)

☐ 同上 Same as above

- (4) 電話號碼：_____ 傳真號碼：_____
Tel. No. Fax No.

- (5) 電郵地址：_____ 其他電郵地址（如有）#：_____
Email Address Other Email Address (if any)#

#註：本署會把電郵同時發送至上述兩個電郵地址。

#Note: We will send emails to the two email addresses simultaneously.

- (6) 聯絡人姓名：(中文) _____ (先生／女士*)
Name of Contact Person (Chinese) _____ (Mr./Ms.*)
(英文正楷) _____
(English in BLOCK letters)

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

- (8) 申請簽發許可證的業務地址[#]（中文）：
[#]註：須與商業登記證上登記的業務地址相同。

室／鋪 _____ 樓 _____ 座 _____

大廈 _____

屋邨／鄉村 _____

街道名稱及門牌號碼 _____

如涉及多於一條街道，
請詳述 _____

分區 _____ 地區 _____

地段號碼（如適用） _____ 香港／九龍／新界／離島*

Business Address under Application[#] (English) :

[#]Note: This should be the same as the business address stated in the Business Registration Certificate.

Flat/Room/Shop _____ Floor _____ Block _____

Building _____

Estate/Village _____

No. and Name of Road/Street _____

*please specify if more than
one road/street is involved* _____

Sub-district _____ District _____

Lot Number
(if applicable) _____ HK/Kln/NT/Islands*

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

(9) 擬議食物業務的店號／名稱：
Shop Sign / Name of Proposed Food Business

(中文) _____
(Chinese)

(英文) _____
(English)

(10) 商業登記證號碼： _____
Business Registration Certificate No.

(11) 商業登記證生效日期： _____
Date of Commencement of Business Registration Certificate

(12) 商業登記證屆滿日期： _____
Date of Expiry of Business Registration Certificate

售賣方式

Mode of Sale

(13) ☐ 互聯網
Internet

網址： _____
Website

☐ 網上平台（例如：臉書）
Online Platform (e.g. Facebook)

平台名稱： _____
Name of Platform

帳戶號碼／名稱： _____
Account No./Name

運送方式

Mode of Delivery

(14) ☐ 直接由供應商運送
Delivery by the Supplier Direct

☐ 由速遞公司運送
Delivery by Courier

☐ 由申請人或其員工運送
Delivery by Applicant or his/her/its Staff

☐ 顧客在供應商處自取
Collection by Customer from Supplier

☐ 請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

- ☐ 其他（請列明）：
Others (Please specify)

擬售賣受限制食物的供應資料

Particulars of Supply of Restricted Food Intended To Be Sold

(15) 食物供應來源 ^{註1}

Source of Food Supply ^{Note 1}

- ☐ 由進口商／分銷商供應 ^{註2}
Supplied by Importer/Distributor ^{Note 2}
- ☐ 由外地供應商直接購入 ^{註3}
Directly Purchased from Overseas Supplier ^{Note 3}
- ☐ 由持牌食物業處所供應
Supplied by Licensed Food Premises

註 Note：

1. 請填寫附錄 II的“食物供應商證明文件”，以提供擬售賣的受限制食物供應詳情。如多於一個食物供應來源，請個別為每一個食物供應商填寫附錄 II。

Please fill out **Appendix II** “Food Supplier’s Certificate” to provide details of the restricted food intended to be sold. If there is more than one source of supply, please complete one separate **Appendix II** for each food supplier.

2. 《食物安全條例》（第 612 章）第 4 和第 5 條規定，任何經營食物進口／分銷業務的人須向食物環境衛生署署長登記為食物進口商／食物分銷商。（詳情請瀏覽下列網址：
http://www.cfs.gov.hk/tc_chi/whatsnew/whatsnew_fstr/FSO_registration.html）

Sections 4 and 5 of the Food Safety Ordinance (Cap. 612) require any person who carries on a food importation/ distribution business to register with Director of Food and Environmental Hygiene as a food importer/food distributor. (For details, please browse the website:
http://www.cfs.gov.hk/english/whatsnew/whatsnew_fstr/FSO_registration.html)

3. 進口食物如牛奶、奶類飲品、冰凍甜點、野味、肉類、家禽和蛋類等，均受《公眾衛生及市政條例》（第 132 章）的附屬法例所監管。進口野味或蛋類須事先獲得食物環境衛生署的批准，而進口肉類、家禽或蛋類則僅限於本署所認可的來源地。（詳情請瀏覽下列網址：
http://cfs.gov.hk/tc_chi/import/import_ifc.html）

Imported food like milk, milk beverages, frozen confections, game, meat, poultry and eggs are governed by subsidiary legislation of the Public Health and Municipal Services Ordinance (Cap. 132). Import of game or eggs requires the prior permission of the Food and Environmental Hygiene Department and import of meat, poultry or eggs is confined to sources recognised by the Department.

(For details, please browse the website at: http://cfs.gov.hk/english/import/import_ifc.html)

- ☐ 請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

(16) 提供的服務／商品
Provision of Services / Goods

- ☐ 本人確認，就有關網上售賣限制食物的業務，申請簽發許可證的有關店鋪處所會提供下列類別的直接服務及／或商品給予顧客：

I confirm that there **will be** direct provision of the following type(s) of services and/or goods to customers in connection with the online restricted food business at the application premises:

- ☐ Provision of services
提供服務

- ☐ Delivery of coupons
遞送優惠券

- ☐ 其他（請詳述）：_____
Others (Please specify)

- ☐ Provision of goods
提供商品

- ☐ Delivery of souvenirs
遞送紀念品

- ☐ Delivery of uneatable food samples
遞送不可食用的食物樣品

- ☐ 其他（請詳述）：_____
Others (Please specify)

- ☐ 本人確認，就有關網上售賣限制食物的業務，申請簽發許可證的有關店鋪處所不會提供直接服務（例如：遞送優惠券），及／或商品（例如：遞送紀念品／不可食用的食物樣品）給予顧客。

I confirm that there **will not be** direct provision of services (e.g. to deliver coupons) and/or goods (e.g. to deliver souvenirs/uneatable food samples) to customers in connection with the online restricted food business at the application premises.

(17) 本人選擇以中文／英文*為日後的通訊語言。

I would use Chinese/English* for my future correspondence.

本人已細閱本申請表格的內容，並確認所提供的資料正確無誤。

I have read through the content of this application form and confirm the information provided are correct.

日期（日／月／年）
Date (dd/mm/yyyy)

申請人簽署
Signature of Applicant

- ☐ 請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

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

申請人須知 NOTICE TO APPLICANT

- (1) 申請人提出申請時，須提交商業登記證副本及處所平面草圖各一份，否則食物環境衛生署（食環署）將無法處理有關申請。

Applicant shall submit a copy of the business registration certificate for the business and a sketch showing layout of the premises to the Food and Environmental Hygiene Department (FEHD) for the application. Otherwise, we will not be able to process your application.

- (2) 在揀選店舖時，申請人必須注意，經營食物業處所的土地用途，應符合食環署、其他政府部門以及有關的主管當局按其執行的法例所訂立的規定。因此，申請人務須盡早查閱下列文件，包括：（一）政府租契、（二）樓宇的入伙紙，以及（三）法定圖則。香港房屋委員會的公共屋邨／中轉房屋單位，以及其「居者有其屋計劃」／「租者置其屋計劃」下的樓宇處所，只可作住宅用途。本署不會接受在該等處所經營食物業的申請。

When choosing a shop, the applicant must pay attention to the land use of the subject premises for food business operation, which should be in compliance with the requirements imposed under the legislation administered by FEHD, other government departments and the relevant authorities. The applicant is therefore strongly advised to check well in advance the following documents: (1) government lease, (2) occupation permit of the building and (3) statutory plan. Public rental/interim housing units of the Hong Kong Housing Authority or premises under its Home Ownership Scheme/Tenants Purchase Scheme are restricted for residential purpose. Applications for operating food business at such premises will not be accepted.

- (3) 於申請過程中，申請人如欲更改食物業的業務地址，須向食環署提交新的申請書及證明文件。

Applicant shall submit a fresh application and supporting documents to this department if there is any change to business address of food business in the course of application.

- (4) 以公司名義提出申請時，須向食環署遞交（可由專人送交或以郵遞方法）下列文件，否則本署無法處理你的申請。

For application in the name of a corporation, the following documents should be submitted (in person or by mail) to FEHD, otherwise this Department is unable to process your application.

- (a) 該公司商業登記證的副本；

a copy of the Business Registration Certificate of the corporation;

- (b) 該公司組織大綱及細則的副本；

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 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.

- (5) 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，必須給予書面通知。假如你不滿署長的決定，可根據該條例第 125(9)條的規定，在宣布該項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.

- (6) 申請人亦可在食環署網頁（網址：https://www.fehd.gov.hk/tc_chi/forms/index_forms.html），以電子文件形式提交申請書及相關文件。

Applicant may also submit electronic applications together with the relevant documents via FEHD website at https://www.fehd.gov.hk/english/forms/index_forms.html.

受限制食物售賣許可證申請所收集的個人資料
Collection of Personal Data in Connection with Application for Restricted Food Permit
(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，食環署將用於下述用途：

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

- (a) 處理有關向食環署提交簽發／轉讓／續發許可證申請的相關事宜；
carrying out activities relating to applications for grant/transfer/renewal of permits made to FEHD;
- (b) 方便食環署及其他政府部門的職員與你聯絡；以及
facilitating communication among staff of the FEHD, other government departments and you; and
- (c) 按照《食物安全條例》的規定披露予食環署轄下的食物安全中心。
disclosing to the Centre for Food Safety of FEHD in accordance with the provisions of the Food Safety Ordinance.

你本表格內填寫的個人資料，純屬自願提供。不過，如不提供充分的資料，食環署恐怕不能處理你的許可證申請。
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 for permit.

2. 接受資料轉介人的類別 Class of Transferees

你在本表格上提供的個人資料，可能會為上文第 1 段所述的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內所提供的個人資料索取一份複本。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

如對許可證申請有任何疑問，包括就本申請表格收集的個人資料有所查詢，可與下列相關的牌照組辦事處聯絡：
Enquiries concerning the application for permit including the personal data collected by means of this form, should be addressed to the following respective Licensing Office:

牌照組辦事處 Licensing Offices

港島及離島區牌照組辦事處

香港灣仔軒尼詩道 225 號駱克道市政大廈 8 樓

電話號碼：2879 5738 傳真號碼：2507 2964

Hong Kong and Islands Licensing Office

8/F, Lockhart Road Municipal Services Building,

225 Hennessy Road, Wanchai, Hong Kong

Tel No.: 2879 5738 Fax No.: 2507 2964

九龍區牌照組辦事處

九龍深水埗基隆街 333 號北河街市政大廈 4 樓

電話號碼：2729 1632 傳真號碼：3146 5319

Kowloon Licensing Office

4/F, Pei Ho Street Municipal Services Building,

333 Ki Lung Street, Sham Shui Po, Kowloon

Tel No.: 2729 1632 Fax No.: 3146 5319

新界區牌照組辦事處

新界大埔鄉事會街 8 號大埔綜合大樓 4 樓

電話號碼：3183 9226 傳真號碼：2606 3350

New Territories Licensing Office

4/F, Tai Po Complex, 8 Heung Sze Wui Street,

Tai Po, New Territories

Tel No.: 3183 9226 Fax No.: 2606 3350

(適用於以公司名義申請)
(APPLICABLE TO APPLICATION IN THE NAME OF A CORPORATION)

I. 公司資料
Particulars of Corporation

- (1) 公司名稱 (中文) : _____
Name of Corporation (Chinese)
(英文正楷) : _____
(English in BLOCK letters)
- (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 Director (Chinese) (Mr./Ms.*)
(英文正楷) : _____
(English in BLOCK letters)
- (5) 住址 : _____
Residential Address

- (6) 電話號碼 : _____
Tel. No.

II. 獲授權人資料
Particulars of Authorised Person

- (1) 獲授權人姓名 : _____ (先生／女士*)
Name of Authorised Person (Chinese) (Mr./Ms.*)
(英文正楷) : _____
(English in BLOCK letters)
- (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

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

(4) 住址： _____
Residential Address

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

電郵地址： _____ 其他電郵地址（如有）[#]： _____
Email Address Other Email Address (if any)[#]

[#]註：本署會把電郵同時發送至上述兩個電郵地址。

[#]Note: We will send emails to the two email addresses simultaneously.

(6) 聯絡人姓名： _____ (先生／女士*)
Name of Contact Person (Chinese) (Mr./Ms.*)
_____ (英文正楷)
(English in BLOCK letters)

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

本人已細閱本申請表格的內容，並確認所提供的資料正確無誤。

I have read through the content of this application form and confirm the information provided are correct.

日期（日／月／年）
Date (dd/mm/yyyy)

獲授權人簽署
Signature of Authorised Person
（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.

食物供應商證明文件
Food Supplier's Certificate

致 牌照組助理秘書
To : Assistant Secretary, Licensing Office

(1) 所供應的預先包裝食物： _____
Prepackaged Food Items to Be Supplied

(2) 擬售賣食物的網址／網上平台帳戶： _____
Website/Online Platform Account for Intended Sale of Food

(3) 供應商名稱： _____
Name of Supplier

(4) 供應商地址： _____
Address of Supplier

(5) 供應商
Supplier

☐ 進口商／分銷商
Importer/Distributor

(i) 進口商／分銷商登記編號： _____
Registration No. of Importer/Distributor

☐ 外地供應商
Overseas Supplier

☐ 持牌食物業處所
Licensed Food Premises

(i) 食物業牌照類別： _____
Type of Food Business Licence

(ii) 食物業牌照號碼： _____
Food Licence No.

※ 請夾附有效食物業牌照的副本，以供參考。
Please enclose a copy of the valid food business licence for reference.

☐ 請在適當的方格內填上「✓」號。 Please tick the appropriate box(es).

(6) 供應商的聯絡人
Contact Person of Supplier

(i) 姓名： (中文) _____ (先生／女士*)
Name (Chinese) (Mr./Ms.*)

(英文正楷) _____
(English in BLOCK letters)

(ii) 電話號碼： _____ 傳真號碼： _____
Tel. No. Fax No.

(iii) 電郵地址： _____
Email Address

(7) 茲證明上述食物會在以上處所預製、預先包裝和供應，以供在上文第 2 項所列的網址／網上平台帳戶售賣。

This is to certify that the above food item will be pre-prepared, prepackaged and supplied from the above premises for sale at the website or online platform account mentioned at item (2) above.

供應商簽署
Signature of the Supplier

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