

(f) # 卡拉 OK 場所位於：
The karaoke establishment is located in:

在申請或獲發給《旅館業條例》(第 349 章)牌照的處所內
premises applying for or issued with a licence under
the Hotel and Guesthouse Accommodation Ordinance (Cap. 349)

(牌照號碼：
(Licence no.: _____)
(有效期至：
(Valid until: _____)

在申請或獲發給《會社(房產安全)條例》(第 376 章)
合格證明書的處所內
premises applying for or issued with a certificate of compliance
under the Clubs (Safety of Premises) Ordinance (Cap. 376).

(合格證明書號碼：
(Certificate of compliance no.: _____)
(有效期至：
(Valid until: _____)

第 2 部分 # 請選擇擬申領許可證的語文版本。
PART 2 # Please choose the language version of the permit you want to apply.

中文 Chinese 英文 English

如申請人是

(a) 個別人士，請填寫第 3(A) 部分；或
(b) 法人團體(即有限公司)，請填寫第 3(B) 及 3(D) 部分；或
(c) 合夥，請填寫第 3(C) 及 3(D) 部分。
(請參閱第 7 頁的備註(a)及(b)項。)

If the applicant is

(a) an individual, please complete Part 3(A); or
(b) a body corporate, please complete Part 3(B) & 3(D); or
(c) a partnership, please complete Part 3(C) & 3(D).
(Please see Notes (a) & (b) at page 7.)

第 3(A)部分 個別人士
PART 3(A) Individual

(a) 申請人的英文全名 Full name of applicant in English

* 先生/夫人/小姐/女士
* Mr./Mrs./Miss/Ms:

姓氏先行，名字隨後 Surname first, then other names

(b) 申請人的中文全名(如適用) Full name of applicant in Chinese (if applicable)

(c) 申請人在卡拉 OK 場所的職位 Position held by applicant in karaoke establishment _____

(d) 證件號碼 Identity document number

證件類別 Document type

* 香港身分證 / 護照 / 其他：
* HK ID Card/ Passport/ Others: _____

← [請交副本]
[Provide copy]

(e) 住址 Residential address

室 Flat/Room

樓 Floor

座 Block

大廈名稱 Name of building

門牌號數及街道名稱/屋邨 Number and name of street/estate

*香港/九龍/新界 *HK/ Kln/ NT

地區 District

(f) 電話號碼 Telephone no. _____ (住宅 Residence) _____ (辦公室 Office)

傳呼機/流動電話號碼 Pager/mobile phone no. _____

電子郵件地址 E-mail address _____

牌照事務處或會透過短訊或電郵就條例或相關事宜發放消息。如不願意接收，請在旁邊方格填上「√」號。

The Office of the Licensing Authority may send notifications in short messages or email regarding the Ordinance or related issues. If you do not want to receive these messages, please tick the adjacent box.

請往第 4 部分 Please go to Part 4 →

(f) 所有合夥人的資料 (如表格空位不敷應用, 請用另紙開列。) # 附另紙 () 張
 Particulars of all the partners (If space is inadequate, please use separate sheet.)

Sheets attached _____

	合夥人 (一) Partner (1)	合夥人 (二) Partner (2)	合夥人 (三) Partner (3)
稱謂 Title (先生/夫人/小姐/女士) (Mr./Mrs./Miss/Ms)			
英文全名 (姓氏先行) Full name in English (surname first)			
中文全名 (如適用) Full name in Chinese (if applicable)			
香港身分證 / 護照 號碼 HK ID Card/ Passport no.			
住址 Residential address			
聯絡電話號碼 Contact telephone no.			

← [請交副本]
[Provide copy]

**第 3(D)部分
PART 3(D)**

**獲授權代表人
Authorised representative**

凡申請人是法人團體(即有限公司)或合夥, 必須填寫此部份。
If the applicant is a body corporate or partnership, this part must be filled in.

- (a) 獲授權代表人的英文全名 Full name of authorised representative in English
* 先生/夫人/小姐/女士
* Mr./Mrs./Miss/Ms
- _____
- 姓氏先行, 名字隨後 Surname first, then other names
- (b) 獲授權代表人的中文全名 (如適用)
Full name of authorised representative in Chinese (if applicable) _____
- (c) 香港身分證號碼 HK Identity Card number _____ ← [請交副本]
[Provide copy]
- (d) 在卡拉 OK 場所擔任的職位
Position held in the karaoke establishment _____
- (e) 住址 Residential address
- _____
- 室 Flat/Room 樓 Floor 座 Block 大廈名稱 Name of building
- _____
- 門牌號數及街道名稱/屋邨 Number and name of street/estate
- _____
- _____ *香港/九龍/新界 *HK/ Kln/ NT
地區 District
- (f) 電話號碼 Telephone no. _____ 傳真機號碼 Fax no. _____
- 傳呼機/流動電話號碼 Pager/mobile phone no. _____

**第 3(E)部分
PART 3(E)**

**授權書
Authorisation**

凡申請人是法人團體(即有限公司)或合夥, 必須填寫此部份。
If the applicant is a body corporate or partnership, this part must be filled in.

本人等謹此聲明：
We declare that:

- (a) 根據卡拉 OK 場所條例第 7 條, 本人等作為第 3 部份的申請人, 就第 1 部份的卡拉 OK 場所, 經已授權第 3(D)部份所載的人作為本人等的代表, 以申請許可證及/或臨時許可證。本人等明白本人等將會確保該獲授權代表人會監管此卡拉 OK 場所的經營、料理、管理或其他控制事宜。
Pursuant to Section 7 of the Karaoke Establishments Ordinance, we, as the applicant mentioned at Part 3, hereby authorise the person as detailed at Part 3(D) above to be our representative to apply for a permit and/or a provisional permit in respect of the karaoke establishment mentioned at Part 1. We understand that we shall ensure that such representative shall supervise all the operation, keeping, management and other control of the karaoke establishment.
- (b) 日後若該獲授權代表人終止監管此卡拉 OK 場所的經營、料理、管理或其他控制事宜時, 本人等將會:-
In the event that the said authorised representative ceases to supervise all the operation, keeping, management and other control of the karaoke establishment, we shall:-
- (i) 在終止日後的 14 天內以書面通知發牌當局; 及
inform in writing the Licensing Authority within 14 days from the date of cessation; and
- (ii) 在終止日後的一個月內, 或按發牌當局認可的較長日期內, 獲當局根據卡拉 OK 場所條例第 7(4) 條批准以一位人士替代為獲授權代表人。
cause such authorised representative to be replaced by the substitute person pursuant to Section 7(4) of the Karaoke Establishments Ordinance within one month from the date of cessation or such longer time as the Licensing Authority thinks fit.

日期 Date _____

簽署
Signature(s) _____

如屬法人團體: 由董事代表法人團體簽署
For body corporate: a director must sign for and on behalf of the corporation

如屬合夥: 所有合夥人均須簽署並加全名
For partnership: all partners must sign with full name printed.

(注意: 如是續期申請, 則簽名式樣必須與發牌當局的最後記錄相符。)
(Please note: for the renewal application, the signature(s) must be the same as last recorded by the Office of the Licensing Authority.)

第 4 部分
PART 4

申請人的通訊地址 [如與以上 3(A)(e) 、 3(B)(d) 或 3(C)(d) 項不同]
Applicant's correspondence address: [if different from 3(A)(e), 3(B)(d) or 3(C)(d) above]

室 Flat/Room	樓 Floor	座 Block	
			大廈名稱 Name of building
門牌號數及街道名稱 / 屋邨 Number and name of street/estate			
			*香港/九龍/新界 *HK/ Kln/ NT
地區 District			

第 5 部分
PART 5

申請人聲明
Declaration by applicant

凡個人申請，此部份必須由該申請人簽署。凡申請人是法人團體(即有限公司)或合夥，必須由第 3(D)部分的獲授權人代表簽署。[就聲明的(d)項，可參閱第 7 頁備註的(c)項。]

If the applicant is an individual, this part must be signed by the applicant. If the applicant is a body corporate or partnership, this part must be signed by the authorised representative as detailed at Part 3(D) for and on their behalf. [For paragraph (d) in the declaration, please see Note (c) at page 7.]

本人謹此聲明
I declare that:

- (a) 據本人所知上文第 1 部分所述的卡拉 OK 場所並非位於：
(i) 在申請或獲發給《卡拉 OK 場所條例》(第 573 章)牌照的處所內；或
(ii) 在申請或獲發給《公共衛生及市政條例》(第 132 章)食肆牌照的處所內。
to the best of my knowledge the karaoke establishment as mentioned at Part 1 above is not located in:
(i) premises applying for or issued with a licence under the Karaoke Establishments Ordinance (Cap. 573); or
(ii) premises applying for or issued with a restaurant licence under the Public Health and Municipal Services Ordinance (Cap. 132).
- (b) 本人並無 / 曾 * 在香港或其他地方觸犯刑事罪行而被定罪。
I have not / have* been convicted of any criminal offence in Hong Kong or other places.

若有，請提供詳情： (如表格空位不敷應用，請用另紙開列。)
If yes, please provide details: (If space is inadequate, please use separate sheet.)

附另紙 () 張
Sheets attached _____

日期 Date	地方 Place	犯罪詳情 Conviction details

- (c) 本人並非曾被撤銷卡拉 OK 場所許可證 / 牌照、或申請許可證 / 牌照續期遭拒絕的人的代理人、代表或僱員。
I am not the agent, representative or servant of any person whose karaoke establishment permit or licence has been revoked, or whose application to renew a permit or a licence has been refused.
- (d) 本人會對上文第 1 部分所述的卡拉 OK 場所的經營、料理、管理及控制作出充份監管，或會確保該場所的經營、料理、管理及控制獲得充份監管。本人明白若本人違反卡拉 OK 場所 (發牌) 規例第 5、6、7 或 8 條，即屬犯法。
I will adequately supervise or will ensure the adequate supervision of the operation, keeping, management and control of the karaoke establishment as mentioned at Part 1 above. I understand that I shall commit an offence if regulation 5, 6, 7 or 8 of the Karaoke Establishments (Licensing) Regulation is contravened.
- (e) 本人在本表格內所填報的資料，據本人所知及所信，均屬真確無訛。
the information given by me in this application is true and correct to the best of my knowledge and belief.

日期 Date _____ 申請人 (或獲授權代表人，如適用) 簽署
Signature of applicant (or the authorised representative, if applicable) _____

(注意：如是續期申請，則簽名式樣必須與發牌當局的最後記錄相符。)
(Please note: for the renewal application, the signature must be the same as last recorded by the Office of the Licensing Authority.)

警告：
WARNING:

任何人知道或理應知道陳述 (不論是口頭陳述或書面陳述) 或資料在要項上失實，仍在本申請表格或與這申請有關連的情況下，作出或提交該等在要項上失實的陳述或資料，根據卡拉 OK 場所條例，即屬犯罪。提供該等失實的資料亦可能對上述申請和任何據此而獲發的許可證造成不利的影響。

Any person who in or in connection with this application makes any statement or furnishes information, whether such statement be oral or written, which is false in any material particular and which he knows or reasonably ought to know is false in such particular shall be guilty of an offence under the Karaoke Establishments Ordinance. The supply of such false information may also prejudice the application and any permits subsequently granted.

- 備註：** (a) 個別人士指自然人。
Note: An individual means a natural person.
- (b) 根據卡拉 OK 場所條例第 7 條規定，凡申請人是法人團體(即有限公司)或合夥，必須授權一位自然人作為代表。申請人須確保該獲授權代表人完全遵守該條例、規例及發證或發牌條件的規定。
According to Section 7 of the Karaoke Establishments Ordinance, if the applicant is a body corporate or a partnership, then a natural person must be appointed as an authorised representative. The applicant must ensure that the authorised representative would fully comply with the provisions of the Ordinance, regulations, and the conditions imposed on the permit/licence.
- (c) 就本表格第 5 部份(d)項所提及的卡拉 OK 場所 (發牌) 規例第 5、6、7 及 8 條，現節錄如下，以供參考：

卡拉 OK 場所 (發牌) 規例 (節錄)

5. **一般保養**
許可證或牌照所關乎的處所的每一部份以及處所內所有座位、裝設及器材 (包括電力、冷凍、通風及其他裝置) 均須獲得妥善保養，令使用該處所的人的安全不會受到不利影響。
6. **為傳聲器而設的潔淨設施**
在許可證或牌照所關乎的處所內須提供並保持有足夠為傳聲器而設的潔淨設施，而傳聲器均須保持清潔衛生。
7. **對布局作出改動**
除非事先獲得發牌當局書面准許，否則不得對處所在發牌當局根據第 4 條核證的圖則所示的布局作出任何改動或增補。
8. **展示許可證或牌照**
就卡拉 OK 場所發出的許可證或牌照須於接近該場所入口的顯眼位置展示。

Referring to Part 5 paragraph (d) of this application form, the following is the extract of Section 5, 6, 7 & 8 of the Karaoke Establishments (Licensing) Regulation for your information:

Karaoke Establishments (Licensing) Regulation (extract)

5. **General maintenance**
Each part of the premises to which a permit or licence relates and all seating, fittings and apparatus in the premises, including electrical, cooling, ventilating and other installations, shall be properly maintained such that the safety of persons using the premises will not be adversely affected.
6. **Sanitising facilities for microphones**
Adequate sanitizing facilities for all microphones shall be provided and maintained in the premises to which a permit or licence relates and the microphones shall be kept in a clean and hygienic condition.
7. **Alterations to layout**
Except with the prior approval in writing of the licensing authority, no alteration or addition shall be made to the layout of the premises as shown in the plan certified by the licensing authority under Section 4.
8. **Display of permit or licence**
The permit or licence shall be displayed in a conspicuous position near the entrance of the karaoke establishment in respect of which the permit or licence is granted.

提交申請表前之核對表

Checklist before submission

- (a) 請確保已填妥本申請表內之一切適用部分。
Please ensure that all applicable parts in this application form have been completed.
- (b) 為利便盡速辦理閣下之申請，請核對及附交以下註明之全部所需文件：
To expedite processing of your application, please check and attach all the required documents as indicated below:
- 本填妥的申請表正本連同副本兩份 (即共三份)；
The original and two copies of this completed application form (totally 3 sets);
 - 卡拉 OK 場所的圖則三份，按十進制單位和符合比例 (不小於 1:100)，根據卡拉 OK 場所(發牌)規例而製訂，每張均由申請人簽署；
3 sets of the layout plans of the karaoke establishment, drawn in metric and to a scale of not less than 1:100, made in accordance with the Karaoke Establishments (Licensing) Regulation, and to be signed by the applicant on each sheet of the plans;
 - 申請人能持續親自監督有關處所的經營、開設、管理或以其他方式的控制的證明文件 (例如土地註冊處業權記錄、註冊業主與申請人簽訂的加蓋印花租約、有關處所的註冊業主或合法租戶簽發，讓申請人經營、開設、管理或控制其處所的授權書、明確指定申請人有權經營、開設、管理或控制有關處所的法律文件 (例如政府租約或大廈公契)，或顯示申請人對有關處所具有獨有的使用或享用權的其他文件)；
Proof of document showing that the operation, keeping, management or other control of concerned premises is under the continuous and personal supervision by the applicant (e.g. proof of land ownership issued by the Land Registry, stamped rental agreement signed between the registered owner and the applicant, authorisation letter issued by the registered owner or legal tenant of the concerned premises to allow the applicant to operate, keep, manage or control his/her premises, legal document (e.g. Government rental agreement or Deed of Mutual Covenant) explicitly stating that the applicant is authorised to operate, keep, manage or control of the concerned premises, or other document showing that the applicant has exclusive use or enjoyment of the concerned premises);

- 卡拉 OK 場所的商業登記證影印本兩份；
Two photocopies of the Business Registration Certificate of the karaoke establishment;
- 如申請人屬個別人士，其身份證明文件影印本兩份；或
如申請人屬法人團體(即有限公司)，其商業登記證及公司註冊證影印本各兩份；或
如申請人屬合夥，其商業登記證影印本及所有合夥人的身份證明文件影印本各兩份；
If the applicant is an individual, two photocopies of the identity document of the applicant; or
if the applicant is a body corporate, two photocopies of the Business Registration Certificate and the Certificate of Incorporation of the body corporate; or
if the applicant is a partnership, two photocopies of the Business Registration Certificate and two photocopies of the identity document of each of the partners;
- 如申請人屬法人團體或合夥，獲授權代表人的身份證影印本兩份；
If the applicant is a body corporate or a partnership, two photocopies of the Hong Kong Identity Card of the authorised representative;
- 所需許可證費用 (可以現金或劃線支票繳付。支票抬頭人請寫「香港特別行政區政府」。請勿郵寄現金。)
The prescribed permit fee (may be paid by cash or crossed cheque made payable to "The Government of The HKSAR". Do not send cash by mail.).

(c) 申請必須送交牌照事務處以下地址：

Application should be forwarded to the Office of the Licensing Authority at:

香港太古城太古灣道十四號十樓

10th Floor, 14 Taikoo Wan Road,
Taikoo Shing, Hong Kong

個人資料 **Personal Data**

收集目的 Purpose of Collection

1. 在這份表格所提供的個人資料，民政事務總署會用作實施《卡拉 OK 場所條例》(第 573 章)。
Personal data provided in this form will be used by the Home Affairs Department for the purposes of implementing the Karaoke Establishments Ordinance (Cap. 573).

資料轉移對象類別 Classes of Transferees

2. 在這份表格所提供的個人資料，可能會為上文第 1 段所述目的而移轉予政府其他各局、部門，以及其他有關人士和團體。
Personal data provided in this form may be transferred to other Government bureaux, departments and other relevant persons and bodies for the purposes mentioned in paragraph 1 above.

查閱個人資料 Access to Personal Data

3. 資料當事人有權要求查閱及改正他的個人資料。
A data subject has the right to request access to and correction of his personal data.

要求查閱 Requests for Access

4. 查閱及改正資料的要求，應向下述人員提出：
Requests for access and correction of personal data should be addressed to:

高級行政主任 (牌照事務處) Senior Executive Officer (Licensing Authority)
民政事務總署牌照事務處 Office of the Licensing Authority, Home Affairs Department
電話號碼 Telephone No. : 2881 7034

請貼上足額郵票 以確保郵遞無誤

Please affix sufficient stamp to ensure delivery in order