

- (e) 更改持牌範圍內房間用途
Change in use of room(s) within licensed area
- (f) 更改持牌範圍內已註冊的座位佈局 (適用於有註冊座位佈局的個案)
Alteration of registered seating layout of licensed area (applicable for cases with registered seating plan only)
- (g) 裝修持牌處所
Refurbishment of licensed premises
- (h) 改動持牌範圍內消防裝置或因應相關工程，改動消防裝置
Alteration to fire services installations (FSI) within licensed area or FSI will be affected due to associated works

請在適用的方格內填上「✓」。 Please tick the appropriate box(es)

(2) 工程詳情 *Details of works*

擬申請改動/裝修已獲批准圖則的主要項目 Main items related to the proposed alteration/ refurbishment to the registered plans

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____

第 IV 部分 *申請人聲明* SECTION IV *Declaration by applicant*

本人謹此聲明—
I declare that:—

- (a) 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；
all the information in this application is true and correct to the best of my knowledge and belief;
- (b) 本人為牌照持有人/合格證明書/許可證持有人；
I am the licensee or certificate/permit holder of the licensed premises;
- (c) 本人注意到上址的牌照/合格證明書/許可證的有關條件，除非持牌人/持證人獲得旅館業監督/床位寓所監督/民政事務局局長的書面批准，否則不得更改、修改或改變獲發牌照/證明書物業的設計，使之與旅館業監督/床位寓所監督/民政事務局局長註冊的圖則互有出入；
In accordance with the relevant Conditions of the Licence/ Certificate of Compliance/Permit in that except with the written permission of the Hotel and Guesthouse Accommodation Authority/ Bedspace Apartments Authority/ Secretary for Home Affairs, the licensee/certificate/permit holder shall not alter, amend or otherwise change the layout of the premises licensed from the drawings registered by the Authority/ Secretary;
- (d) 一併遞交一份擬裝修/改建工程之平面圖則，圖則改動部分已用顏色標示及略加說明以作識別；以及
1 set of proposed layout plan is submitted and proposed changes are highlighted with colour and brief description is provided for identification; and
- (e) 有關授權文件(如適用)已一併遞交。
Relevant authorization document (if applicable) is submitted.

日期 Date _____

簽署 Signature _____
公司印鑑(如適用) Company Chop (if applicable)

姓名 Name _____

申請人須知

Notice to applicant

- (a) 根據《電子交易條例》，監督現接受更改/裝修持牌處所電子形式的申請。詳情請瀏覽民政事務總署網頁 www.had.gov.hk。
Pursuant to the enactment of the Electronic Transactions Ordinance, applications for alteration/refurbishment in licensed premises in electronic form are now accepted by the Authority. For details, please visit the Home Affairs Department homepage (www.had.gov.hk).
- (b) 如有任何查詢，請與牌照事務處聯絡。
Please contact the Office of the Licensing Authority if you have any enquiries.

電話號碼 Telephone No. : 2881 7034
傳真號碼 Fax No. : 2894 8343
電郵地址 Email Address : hadlaenq@had.gov.hk

個人資料收集聲明

Personal Data Collection Statement

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處理本宗申請及實施《條例》。
Personal data provided in this form will be used by the Home Affairs Department for the purposes of processing this application and implementing the Ordinance.

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）
民政事務總署牌照事務處
電話號碼 : 2881 7034

Senior Executive Officer (Licensing Authority)
Office of the Licensing Authority, Home Affairs Department
Telephone No. : 2881 7034

完
END