

(g) 會址是否附有下列設備？（請在適當的方格內加上「✓」號）
Does the club-house contain the following? (Please tick as appropriate)

- | | |
|--|---|
| <input checked="" type="checkbox"/> 酒吧 Bar | <input type="checkbox"/> 廚房 Kitchen |
| <input type="checkbox"/> 供會員住宿的地方 Sleeping accommodation for members | <input type="checkbox"/> 供員工住宿的地方 Sleeping accommodation for staff |
| <input type="checkbox"/> 活動室 Cubicles for activities | <input type="checkbox"/> 供會員使用的更衣/沐浴設施 Changing/shower facilities for members |

(h) 會址所在的大廈共有多少層？ Number of floors of the building in which the club-house is located

18 層 Floor(s)

(i) 會址的樓面總面積
Total floor area of the club-house

樓層 Floor	樓面大概面積（平方米） Approximate floor area (sq M) (1 平方呎=0.093 平方米) (1 sq ft = 0.093 sq m)	用途 Use
1	104 m ²	Club House

合計 Total	1	104 m ²	
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(j) 會址所提供的設施/康樂活動是否只供會員使用？（請在適當的方格內加上「✓」號）
Are the facilities/recreation provided by the club-house restricted to the use of members only? (Please tick as appropriate)

- 會址所提供的設施只供會員使用
All facilities provided are restricted to the use of members
- 會址所提供的設施部分只供會員使用。開放供非會員使用的設施包括：
Some facilities provided are restricted to the use of members. Facilities that are open to non-members include:

第 II 部分 SECTION II **會社詳情 Particulars of the club**

(a) 請簡略說明： Please describe briefly:

(i) 成立會社的目的 The object(s) of the club
Recreation

(ii) 為會員提供的服務的性質 The nature of services provided to members

Provide a place with food served for members to share their experience of playing chess.

(b) 加入會社要辦理什麼手續？ What is the joining procedure of the club?

Complete the application form.

(c) 入會資格有什麼規定？ What is the eligibility for membership?

Over 18 years old.

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

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

第 IV 部分 擬申領合格證明書處所的批准用途 【請在以下合適的方格內加「✓」號】
SECTION IV The approved use of the premises under application (Please tick the appropriate box below)

- 住用用途 Domestic use 非住用用途 Non-domestic use

第 V 部分 申請人聲明
SECTION V 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；
the information given by me in this application is true and correct to the best of my knowledge and belief.
- (b) 上文第 I 部分所述會址，其經營、開設、管理及其他方式控制均由本人持續地親自監管。
the operation, keeping, management and other control of the club-house referred to in Section I above is under my continuous and personal supervision.

日期 Date XX-XX-XXXX

簽署 Signature Chau
公司印鑑（如適用） Company chop (if applicable)

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，根據會社（房產安全）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現有的證明書造成不利的影響。

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 Clubs (Safety of Premises) Ordinance. The supply of such false information may also prejudice the application and any existing Certificate.

第 VI 部分 提交申請表前之核對表
SECTION VI Checklist before submission

- (a) 請確保已填妥上述列明之一切適用部分。
Please ensure that all applicable sections above have been completed.
- (b) 為利便盡速辦理閣下之申請，請核對及附交在下列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一份
The original and one copy of this completed application form
 - 申請人如屬個別人士，其身份證影印本，[如他 / 她並非香港永久性居民，則須另外提交填妥的“同意書”（見附件一）及其旅遊證件影印本]；或如申請人屬公司，其商業登記證影印本
Photocopy of the identity card of the applicant (if the applicant is an individual). [If the applicant is not a permanent resident of Hong Kong, he / she should complete and submit the “consent form” at Appendix I and a copy of his / her travel document]; or business registration certificate of the applicant (if the applicant is a company)
 - 會社的商業登記證影印本（如適用）（可在發出合格證明書前提交）
Photocopy of the business registration certificate of the club (if applicable) (may be submitted before the Certificate of Compliance is issued)

*請刪去不適用者

*Delete as appropriate

- 會址的詳細圖則三份，以使用十進制單位和符合比例（但比例不得小於 1 : 100）的圖則為合；而圖則必須顯示合格證明書涵蓋範圍的界線。
3 sets of layout plans (with the area intended for certificate of compliance clearly delineated) of the club-house in metric and to scale (not less than 1:100)
- 如申請人並非香港永久性居民，須提交填妥的“同意書”（見附件一）及其旅遊證件影印本。
If applicant is not a permanent resident of Hong Kong, he / she should submit the completed “consent form” at Appendix I and a copy of his / her travel document.
- 會社的會員申請表（可在發出合格證明書前提交）
Copy of the membership application form (may be submitted before the Certificate of Compliance is issued)
- 如申請人屬個別人士
If the applicant is an individual
 - (i) 申請人聲明為真實陳述的會社章程，而此章程必須有足夠的資料顯示會社是以本條例訂明的「會社」營運並符合於申請表就會社經營的業務的聲明；
A declared true statement made by the applicant as to the constitution made for the purpose of the club. Such constitution shall contain details showing that the club is to be operated as a club under the Ordinance for the purpose of the business declared in the application form.
 - (ii) 申請人聲明為真實的陳述，顯示會社招收會員的準則及手續，而此等準則及手續必須切合會社的章程中訂明的成立目的。
A declared true statement made by the applicant as to the criteria and procedure for recruitment of members to the club and such criteria and procedure shall tally with the objective as provided in the constitution of the club.
- 如申請人屬有限公司
If the applicant is a limited company
 - (i) 申請人的《組織章程大綱及章程細則》的經核證真確副本，及一份由申請人聲明為真實的陳述，顯示申請人有權以本條例的目的經營會社業務；
Certified true copy of the Memorandum and Articles of Association of the applicant and a declared statement showing that the applicant has power to carry on any club business for the purpose of the Ordinance.
 - (ii) 申請人董事局通過的書面決議的經核證真確副本，顯示一名“獲授權人士”的資料，而此“獲授權人士”已被申請人委任並獲授權替申請人持續親自導下經營、開設、管理及其他方式控制會社(包括會址)；
Certified true copy of the resolution in writing by the Board of Directors of the applicant showing the details of the person ('the authorized person') who has been authorized by the applicant to exercise on its behalf the continuous and personal supervision of the operation, keeping, management and any other control of the club (including the club-house).
 - (iii) 該名“獲授權人士”所簽署的接納授權通知書，以替申請人持續地親自監管上文第 I 部分所述會址的經營、開設、管理及以其他方式控制；
Notice of Acceptance of the Authorization made by the authorized person for representing the applicant for continuous and personal supervision of the operation, keeping, management and other control of the club-house referred in Section I above.
 - (iv) 申請人董事局通過的書面決議，批准會社的章程的經核證真確副本。此章程必須有足夠的資料顯示會社是以本條例訂明的「會社」營運並符合於申請表就會社經營的業務的聲明；
Certified true copy of the resolution in writing by the Board of Directors of the applicant approving the constitution made for the purpose of the club. Such constitution shall contain details showing that the club is operated as a club under the Ordinance for the purpose of the business declared in its application form.
 - (v) 第(iv)段所述會社的章程的經核證真確副本；
Certified true copy of the constitution of the club as mentioned in paragraph (iv) above.
 - (vi) 申請人或“獲授權人士”聲明為真實的陳述，顯示會社招收會員的準則及手續，而此等準則及手續必須切合會社的章程中訂明的成立目的。
A declared true statement made by the applicant or the authorized person as to the criteria and procedure for recruitment of members to the club and such criteria and procedure shall tally with the objective as provided in the constitution of the club.
 - (vii) “獲授權人士”的身份證影印本。如他 / 她並非香港永久性居民，則須另外提交填妥的“同意書”（見附件一）及其旅遊證件影印本。
Photocopy of the identity card of the authorized person. If the authorized person is not a permanent resident of Hong Kong, he / she should complete and submit the “consent form” at Appendix I and a copy of his / her travel document.
 - (viii) 公司註冊處的文件，以顯示公司全部董事資料。
Copy of Company Registry document to show the information of all directors of the company.
- 申請人或“獲授權人士”聲明為真實的陳述：
A declared true statement made by the applicant or the authorized person to:
 - (i) 確認會址於所有時間只供會社及其會員使用；或
confirm the club-house will only be used by the club and its members at all times; or
 - (ii) 訂明會址只供會社及其會員使用的時段。
Specify the time that the club-house will only be used by the club and its members.

- 申請會址合格證明書，其所在處所如經建築事務監督批准作住用用途，必須提供證明文件，載明已事先獲得建築事務監督批准／接受，可把該處所由住用用途改為非住用用途。這項安排由二零零八年一月一日起生效並適用於該日或該日之後提出的申請。
Any club-house application in respect of premises approved by the Building Authority for domestic use shall be accompanied by evidence showing that the Building Authority has granted prior approval/acceptance for the change of use of the premises from domestic to non-domestic use. This arrangement has taken effect and applied to applications made on and after 1.1.2008.

申請附設住宿地方會址合格證明書，其所在處所如經建築事務監督批准作非住用用途，必須提供證明文件，載明已事先獲得建築事務監督批准／接受，可把該處所擬闢設住宿地方的部分，由非住用用途改為住用用途。這項安排由二零一一年八月十五日起生效並適用於該日或該日之後提出的申請。

Any application for club-house with sleeping accommodation in respect of premises approved by the Building Authority for non-domestic use shall be accompanied by evidence showing that the Building Authority has granted prior approval/acceptance for the change of use in respect of the part of the premises for providing sleeping accommodation from non-domestic to domestic use. This arrangement has taken effect and applied to applications made on and after 15.8.2011.

申請相關的處所如沒得到建築事務監督書面批准／接受，民政事務局局長不會根據《會社（房產安全）條例》（第 376 章）處理申請。為免生疑問，這項規定適用於現有會址為闢設住宿地方而進行的改動工程，以及現有會址的擴建。關於向建築事務監督申請更改處所用途的程序，可向屋宇署查詢（電話號碼：2626 1616）。

In the absence of written approval/acceptance from the Building Authority, the Secretary for Home Affairs will not process the application under the Clubs (Safety of Premises) Ordinance Cap. 376. For avoidance of doubt, the above apply to alteration of existing club-houses for providing sleeping accommodation, and extension of existing club-houses. On enquiries on the procedure of application to the Building Authority for such change of use of the concerned premises, you may contact the Buildings Department at 2626 1616.

- (c) 請在以下合適的方格內加「✓」號，示明擬申領合格證明書的版本。

Please choose the version of the certificate of compliance you want to apply by ticking the appropriate box below.

中文 Chinese 英文 English

備註：
Note:

- (a) 申請人必須把所有在第 VI 部分所註明之文件，送交牌照事務處，地址為：
Applicants should forward the documents as indicated in Section VI 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

- (b) 在會址的處所選址方面，申請人需要注意以下事項：

In choosing premises for a club-house, applicants are required to note the following:

- 如果大廈公契或批約條款載有禁止處所作為會址／及或會址有關用途的規定，便不應該以該大廈作為選址（市民可向土地註冊處繳費索取有關公契或批約條款的副本）。
Do not choose premises in a building where the Dead of Mutual Covenant (DMC) or the lease condition contain clauses prohibiting the use as a club-house and/or its related use.
- 如所選處所屬於新界的鄉村式屋宇，則該處所必須：
Premises situated in village type houses in the New Territories should:—
 - 符合《建築物條例（新界適用）條例》（第 121 章）所載的規定；及
Comply with the requirements set out in the Buildings Ordinance (Application to the New Territories) Ordinance (Chapter 121); and
 - 獲地政總署屬下的地政處發出合格證明書或不反對入住證明書。如你未能提供有關證明文件，民政事務局局長將不會根據《會社（房產安全）條例》（第 376 章）處理有關申請。
Be issued with a Certificate of Compliance or a letter of No Objection to Occupy by the District Lands Office of the Lands Department. In the absence of the documentary proof, the Secretary for Home Affairs will not process the application under the Clubs (Safety of Premises) Ordinance (Cap. 376).
- 牌照事務處一般不會發出合格證明書予位於下列地點的會址：
The Office of the Licensing Authority normally will not issue a Certificate of Compliance in respect of club-house situated in:—
 - 工業大廈；
An industrial building;
 - 地庫第四層或以下；
Basement Level 4 or below;
 - 單梯樓字的上層；
Upper floors of a single-staircase building;
 - 違例建築物；
Premises which have unauthorized building works;
 - 作緊急或通道用途的地方如隔火層和公眾地方；
Areas designed for emergency or circulation use such as “buffer” floor or public area;
 - 有廚房設施並直接位於幼兒中心、安老院或學校之下的會社。
Premises with kitchen facilities and directly below a Child Care Centre, Residential Care Home for the Elderly or School.

- 申請會址合格證明書，其所在處所如經建築事務監督批准作住用用途，必須提供證明文件，載明已事先獲得建築事務監督批准／接受，可把該處所由住用用途改為非住用用途。這項安排由二零零八年一月一日起生效並適用於該日或該日之後提出的申請。

Any club-house application in respect of premises approved by the Building Authority for domestic use shall be accompanied by evidence showing that the Building Authority has granted prior approval/acceptance for the change of use of the premises from domestic to non-domestic use. This arrangement has taken effect and applied to applications made on and after 1.1.2008.

申請附設住宿地方會址合格證明書，其所在處所如經建築事務監督批准作非住用用途，必須提供證明文件，載明已事先獲得建築事務監督批准／接受，可把該處所擬闢設住宿地方的部分，由非住用用途改為住用用途。這項安排由二零一一年八月十五日起生效並適用於該日或該日之後提出的申請。

Any application for club-house with sleeping accommodation in respect of premises approved by the Building Authority for non-domestic use shall be accompanied by evidence showing that the Building Authority has granted prior approval/acceptance for the change of use in respect of the part of the premises for providing sleeping accommodation from non-domestic to domestic use. This arrangement has taken effect and applied to applications made on and after 15.8.2011.

申請相關的處所如沒得到建築事務監督書面批准／接受，民政事務局局长不會根據《會社（房產安全）條例》（第 376 章）處理申請。為免生疑問，這項規定適用於現有會址為闢設住宿地方而進行的改動工程，以及現有會址的擴建。關於向建築事務監督申請更改處所用途的程序，可向屋宇署查詢（電話號碼：2626 1616）。

In the absence of written approval/acceptance from the Building Authority, the Secretary for Home Affairs will not process the application under the Clubs (Safety of Premises) Ordinance (Cap. 376). For avoidance of doubt, the above apply to alteration of existing club-houses for providing sleeping accommodation, and extension of existing club-houses. On enquiries on the procedure of application to the Building Authority for such change of use of the concerned premises, you may contact the Buildings Department at 2626 1616.

- (c) 任何人擬根據《會社（房產安全）條例》提出申請合格證明書，於發牌當局發出改善工程通知書前，請勿為擬經營有關會社而作出任何支出或任何形式的財政承擔
Any persons who intend to apply for a certificate of compliance under the Clubs (Safety of Premises) Ordinance are advised not to incur any expenditure or enter into any form of financial commitment in relation to any proposal on club operation until the letter of requirements has been issued by the Licensing Authority.
- (d) 政府或任何公職人員所簽發的租約或牌照內所載的任何條件，不會因合格證明書的簽發而撤銷；與會址所在樓宇或建築物有關的任何合約、契約或大廈公契，亦絕不會因此而受影響或有所更改。
The issue of the Certificate of Compliance does not act as a waiver of any terms in any lease or licence granted by the Government of the Hong Kong Special Administrative Region or any public officer, nor does it in any way affect or modify any agreement, covenant or Deed of Mutual Covenant relating to any premises or building in which the club-house is situated.
- (e) 合格證明書持有人如不遵守任何其他法例的條文或違反香港任何其他規例或法例，則須承擔法律上的後果，而絕對不會因合格證明書的簽發獲得豁免或受到保護。
The issue of the Certificate of Compliance does not in any way exempt or indemnify the holder of the Certificate of Compliance from the consequences of non-compliance with the provisions of any other enactments or from the consequences of any breach of any other regulations or laws of Hong Kong.
- (f) 個別人士指自然人。
Individual(s) means natural person(s).
- (g) 根據《電子交易條例》，本署現接受電子形式的合格證明書申請。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 a Certificate of Compliance in electronic form are now accepted by the Office of the Licensing Authority. For details, please visit the Home Affairs Department homepage - www.had.gov.hk
- (h) 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實施《會社（房產安全）條例》（第 376 章）。
Personal data provided in this form will be used by the Home Affairs Department for the purposes of implementing the Clubs (Safety of Premises) Ordinance (Cap.376).

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）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

完
END

同意書 Consent Form

致有關人士

就本人，即下方簽署人，根據《會社(房產安全)條例》(第 376 章)

請在以下合適的方格內加「✓」號

- 申請合格證明書一事，或
 獲委任為會社的獲授權人士一事，

本人現同意香港特別行政區入境事務處向民政事務總署披露本人在香港的逗留條件資料。

簽署： _____
姓名： _____
香港身份證號碼/護照號碼[祇供非持有香港身份證人士]*： _____
日期： _____

TO WHOM IT MAY CONCERN

I, the undersigned, hereby give consent to the Immigration Department of the Hong Kong Special Administrative Region to release information on my condition of stay in Hong Kong to the Home Affairs Department in relation to

Please tick the appropriate box below

- my application for a Certificate of Compliance under the Clubs (Safety of Premises) Ordinance (Cap. 376); or
 my being appointed as authorized person of the club under the Clubs (Safety of Premises) Ordinance (Cap. 376).

Signature: _____
Name: _____
Hong Kong Identity Card No./
Passport No. [For non-Hong
Kong Identity Card Holder]*: _____
Date: _____