

民 政 事 務 總 署  
牌 照 事 務 處  
旅 館 業 條 例  
牌 照 續 期 申 請 表

**HOME AFFAIRS DEPARTMENT  
OFFICE OF THE LICENSING AUTHORITY  
HOTEL AND GUESTHOUSE ACCOMMODATION ORDINANCE  
APPLICATION FOR RENEWAL OF A LICENCE**



向牌照事務處遞交本表格前，請參閱申請牌照的一般指引和第 XI 部分及提交附件一所註明所需之文件

**Please read “A Guide to Licence Application under the Hotel and Guesthouse Accommodation Ordinance (Cap.349)” (the Guide) and Section XI and attach the required documents as indicated in Appendix I before submission to the Office of the Licensing Authority (OLA)**

注意：旅館業監督（監督）簽發的牌照，並不會免除任何由政府所批出的地契、租約或牌照內所載的任何條款，亦不會影響或改變酒店／賓館所在樓宇的大廈公契或其他契約的條文。持牌人如違反法例（包括《中華人民共和國香港特別行政區維護國家安全法》）、大廈公契或其他契約，須承擔一切後果和責任，絕對不會因獲簽發牌照而得到豁免或受到保護。

申請人如根據第 349 章獲發牌照，須確保持牌處所內的行為或活動不會涉及任何可能構成或相當可能會引致在港區國安法或香港特別行政區其他法例下屬危害國家安全的罪行。

**NOTICE:** A hotel/guesthouse licence issued by the Hotel and Guesthouse Accommodation Authority (the Authority) does not act as a waiver of any terms in any lease, tenancy agreement or licence granted by the Government, nor does it affect or change the provisions of the Deed of Mutual Covenant (DMC) or other covenants relating to the building in which the hotel/guesthouse is situated. The issuance of a licence does not exempt or protect the licence holder from any consequence and liability of any breach of the laws (including The Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), DMC or other leases and agreements.

**For the licence to be issued under Cap. 349, the applicant shall ensure that no act or activity on the licensed premises may constitute or is likely to cause the occurrence of an offence endangering national security under the National Security Law or other laws of the Hong Kong Special Administrative Region.**

第 I 部分  
SECTION I

現有牌照號碼  
Existing licence number

\_\_\_\_\_

**第 II 部分      申請牌照續期酒店／賓館所在的場所及營業詳情**  
**SECTION II      Particulars of the premises and business in respect of which application for renewal of a licence is sought**

(a) 酒店／賓館名稱 Name of hotel/guesthouse

根據《旅館業條例》(《條例》),除了酒店牌照持有人外,其他賓館牌照持有人不得使用“酒店”一詞作為營業名稱。請注意,牌照事務處只會向獲屋宇署批准或認可作酒店用途的處所發出酒店牌照。

In accordance with the Hotel and Guesthouse Accommodation Ordinance (the Ordinance), except for hotel licensees, holders of guesthouse licences shall not use the word “hotel” in their business names. Please note that the OLA will only issue hotel licence to the premises approved or accepted for hotel use by the Buildings Department.

(i) 英文 in English

\_\_\_\_\_

(ii) 中文 in Chinese

(b) 酒店／賓館地址 Address of hotel/guesthouse

Flat/Room

樓 Floor

座 Block

[illegible]

Age Group	Number of People
0-10	10
11-20	15
21-30	25
31-40	20
41-50	15
51-60	10
61-70	5
71-80	2
81-90	1
91-100	1

[illegible]

地區 District

\*香港  
九龍  
新界

\* HK  
Kln  
NT

(c)	酒店／賓館電話號碼 Telephone no. of hotel/guesthouse	酒店／賓館傳真機號碼 Fax no. of hotel/guesthouse	酒店／賓館電子郵件 E-mail address of hotel/guesthouse
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如申請獲批，上述(a)至(d)的資料將會公開予公眾查閱。

If the application is approved, the information contained in (a) to (d) above will be disclosed for public inspection.

(d) 商業登記證號碼 Business Registration Certificate number

\*請刪去不適用者 Delete as appropriate

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

[illegible]

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

住址 Residential address

室 Flat/Room

樓 Floor

座 Block

大廈名稱 Name of Building

*香港	* HK
九龍	Kln
新界	NT

門牌號數及街道名稱／屋邨	地區

(d) 電話號碼 Telephone no. | (住宅 Residence) | (辦公室 Office)

流動電話號碼  
Mobile phone no. | | | | | | | | | 電郵地址  
Email address

*The OLA may send notifications using Short message Service or email regarding the Ordinance or related issues. If you do not want to receive these messages, please tick the adjacent box.*

(e) 請在以下合適的方格內加「✓」號，示明申請人是否香港永久居民。  
Please indicate whether the applicant is a permanent resident of Hong Kong by ticking the appropriate box below.

☐ 是 Yes                      ☐ 否 No

If applicant is not a permanent resident of Hong Kong, he/she should submit the completed "consent form" at Appendix II and a copy of his/her travel document.

**第 III(B)部分**      申請人如為團體（法人團體如有限公司、合夥或其他不屬法團的團體），請填報下開資料  
**SECTION III(B)**    Particulars to be completed if applicant is a body of persons  
                              (body corporate such as limited company, partnership or other unincorporated body)

(a) 團體名稱 (英文) Name of the body of persons in English

(b) 團體名稱 (中文) Name of the body of persons in Chinese

團體地址 Address of the body of persons

室 Flat/Room

樓 Floor

座 Block

大廈名稱 Name of Building

*香港	* HK
九龍	Kln
新界	NT

門牌號數及街道名稱／屋邨 Number and name of Street/Estate

地區 District

(d) 團體經理姓名 (先生/小姐/夫人/女士)\*

Name of manager of the body of persons (Mr./Miss/Mrs./Ms.)\*

(e) 電話號碼 Telephone no. \_\_\_\_\_ 傳真機號碼 Fax no. \_\_\_\_\_

流動電話號碼  
Mobile phone no. | | | | | | | | | | 電郵地址  
Email address

The OLA may send notifications using Short Message Service or email regarding the Ordinance or related issues. If you do not want to receive these messages, please tick the adjacent box.

**第 III(C)部分** 申請人的通訊地址（如與以上第 III(A)(c)部分或第 III(B)(c)部分不同）  
**SECTION III(C)** Applicant's correspondence address (if different from Section III(A)(c) or Section III(B)(c) 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			地區 District

\*香港 九龍 新界      \* HK Kln NT

\*請刪去不適用者 Delete as appropriate

**第 III(D)部分** 申請人如為團體，請填報團體所有相關人士資料  
**SECTION III(D)** Particulars of all related persons to be completed if applicant is a body of persons

*相關人士姓名 Name of *related person	*相關人士在團體的職位 Position held by *related person in the body of persons	電話號碼 Telephone no.

如本頁不夠填寫，申請人可另行加頁。 Please provide the information on separate sheet(s) to be attached to this form if there is insufficient space.

\* 請參考第 XI(c)部分對相關人士的定義。相關人士須提交填妥在附件三的“個人資料授權書”、附件四的“同意書”以及身份證副本。如相關人士並非香港永久性居民，須同時提交填妥在附件二的“同意書”及其旅遊證件副本。  
Please refer to Section XI(c) for the definition of "related person". Related person should submit the completed "personal data authorisation form" at Appendix III, "consent form" at Appendix IV and a copy of the Hong Kong Identity Card. If the related person is not a permanent resident of Hong Kong, he/she should also submit the completed "consent form" at Appendix II and a copy of his/her travel document.

**第 IV 部分 擬申領牌照的版本及有效期**  
**SECTION IV Version and validity period of licence to be applied for**

- (a) 請在以下合適的方格內加「✓」號，示明擬續期牌照的版本。  
Please choose the version of the licence that you wish to be renewed by ticking the appropriate box below.
- ☐ 中文 Chinese ☐ 英文 English
- (b) 請在以下合適的方格內加「✓」號，示明擬申領牌照的有效期。  
Please choose the validity period of the licence you wish to apply for by ticking the appropriate box below.
- ☐ 12 個月 months ☐ 24 個月 months ☐ 60 個月 months  
☐ 36 個月 months ☐ 72 個月 months  
☐ 48 個月 months ☐ 84 個月 months

請注意，根據《條例》第 12H 條，牌照有效期由監督指明。監督會因應每宗申請的情況，根據《條例》考慮批出的牌照有效期。  
Please note that under section 12H of the Ordinance, the validity period of a licence is to be specified by the Authority. The Authority will consider the validity period of the licence in accordance with the Ordinance on a case by case basis.

如欲申請有效期超過 12 個月的牌照，申請人必須在提交本申請書前的 12 個月內，一直管理需續期的酒店／賓館或以持牌人身份管理其他已領有由監督發出牌照的酒店／賓館。  
If you wish to apply for a licence with a validity exceeding 12 months, you should have been managing the hotel/guesthouse under application or other hotel(s)/guesthouse(s) with licence issued by the Authority (as a licensee) for the 12 months preceding the date of this application.

- (c) 申請人或相關人士（如申請人為團體）請提供以下資料：  
Applicant or related person (if applicant is a body of persons) please provide the following information:
- 請在以下合適的方格內加「✓」號。  
Please tick the appropriate box.
- (i) 在提交本申請的日期前 12 個月內，沒有違反監督簽發予任何酒店／賓館的牌照所訂的任何發牌條件或就任何監督簽發的酒店／賓館牌照收到任何警告信。  
have NOT breached any licensing condition of any hotel/guesthouse or received any warning letter in relation to any licensed hotel/guesthouse for the 12 months preceding the date of the application.
- ☐ 有違反／收到  
Have breached/received
- ☐ 沒有違反／收到  
Have not breached/received
- 如有，請提供以下詳情：  
If yes, please provide the following details:

酒店／賓館名稱 Name of Hotel/Guesthouse	牌照號碼 Licence Number	違反的發牌條件／ 警告信日期 Licensing Conditions Breach/ Date of Warning Letter

- (ii) 在提交本申請的日期前 12 個月內，以持牌人身分監督已領有由監督簽發牌照的酒店／賓館有關經營、開設、管理或控制的事宜。  
have been a licensee to supervise the operation, keeping, management and control of licensed hotel(s)/guesthouse(s) for the 12 months preceding the date of the application.
- ☐ 是  
Yes
- ☐ 否  
No
- 如有，請提供以下詳情：  
If yes, please provide the following details:

酒店／賓館的名稱 Name of Hotel/Guesthouse	牌照號碼 Licence Number	地址 Address	牌照有效期至 Licence Valid Until

**第 V 部分 適當人選規定** (請參考申請牌照的一般指引第 3 部分)  
**SECTION V Fit and Proper Requirement** (Please refer to Section 3 of the Guide)

- (a) 申請人或相關人士(如申請人為團體)請表示是否符合以下要求(如其後擬把牌照轉讓他人,該承讓人亦須符合以下要求):  
 Applicant or related person (if applicant is a body of persons) please indicate whether you can fulfill the following criteria (if subsequently you wish to transfer the licence to another person, the proposed transferee should also fulfill the following criteria):

請在以下合適的方格內加「✓」號。  
 Please tick the appropriate box.

- (i) 沒有在提交本申請的日期前 5 年內因觸犯《條例》所訂罪行而被定罪。  
 have **NOT** been convicted of an offence under the Ordinance committed in the 5 years preceding the date of the application.

- ☐ 有觸犯  
 Have committed  
☐ 沒有觸犯  
 Have not committed

如有,請提供以下詳情:  
 If yes, please provide the following details:

姓名 Name	被定罪行 Offence Convicted	定罪日期 Date of Conviction	刑罰及罰款 Punishment and Fine

- (ii) 沒有在香港或其他地方,在提交本申請的日期前 5 年內因觸犯任何罪行(《條例》所訂罪行除外)而被定罪,而該定罪被判處為期超過 3 個月的監禁。  
 have **NOT** been convicted of an offence, other than an offence under the Ordinance, in Hong Kong or elsewhere committed in the 5 years preceding the date of the application and, in respect of the conviction, sentenced to imprisonment for a term exceeding 3 months.

- ☐ 有觸犯  
 Have committed  
☐ 沒有觸犯  
 Have not committed

如有,請提供以下詳情:  
 If yes, please provide the following details:

姓名 Name	被定罪行 Offence Convicted	定罪日期 Date of Conviction	刑罰及罰款 Punishment and Fine

- (iii) 並非屬未獲解除破產的破產人、正進行清盤或屬任何清盤令的對象。  
 are **NOT** an undischarged bankrupt, are **NOT** in liquidation or are **NOT** the subject of a winding-up order.

- ☐ 是,不屬所述情況  
 Yes, not in the stated situation  
☐ 否,屬所述情況  
 No, in the stated situation

如屬所述情況,請提供詳情: If you are in the stated situation, please provide the details:

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- (iv) 除以上外,沒有其他就申請人或相關人士是否適當人選的考慮因素。  
 apart from the above, do **NOT** have other factors to determine whether the applicant or related person is a fit and proper person.

- ☐ 是,沒有其他考慮因素  
 Yes, no other factors

如有其他考慮因素,請提供詳情: If there are other factors, please provide the details:

- ☐ 否,有其他考慮因素  
 No, have other factors

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於牌照申請處理階段,申請人如對上述聲明有任何更改或變動,應盡快以書面形式通知牌照事務處,以確保提供的資料正確無誤。  
 In the course of processing the application, the applicant should report any changes to the above declarations by providing written notice to the OLA as soon as possible.

監督會因應每宗申請的情況,根據《條例》予以考慮。申請人以及第 III(D)部分表列的相關人士須提交填妥在附件三的“個人資料授權書”以及附件四的“同意書”授權警務處處長及破產管理署署長向民政事務總署牌照事務處披露相關資料。  
 The Authority will consider the application in accordance with the Ordinance on a case by case basis. **The applicant and the related person as listed in Section III(D)** should submit the completed “**personal data authorisation form**” at **Appendix III** and “**consent form**” at **Appendix IV** to authorise the Commissioner of Police and the Official Receiver to release relevant information to the OLA of Home Affairs Department.





第 X 部分  
SECTION X

申請人聲明  
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。本人同意香港警務處、入境事務處、破產管理署及其他政府部門向民政事務總署披露資料，以核實本人在本表格內所填報的資料；  
all the information in this application is true and correct to the best of my knowledge and belief; Consent is given for the Hong Kong Police Force, the Immigration Department, the Official Receiver's Office and other government departments to release information to verify the information in this application;
- (b) 上文第 II 部分所述酒店／賓館，其經營、開設、管理及其他方式的控制，均由本人持續地親自監管；  
the operation, keeping, management and other control of the hotel/guesthouse referred to in Section II above is under my continuous and personal supervision;
- (c) 已參閱第 XI 部分；  
Section XI has been read;
- (d) 倘若監督向本人簽發期限超過 36 個月的牌照，本人確定擬申請酒店／賓館牌照續期的處所是專為酒店／賓館用途而建造的。即有關處所是專門為開辦酒店／賓館而設計和建造的，而此用途已獲得建築事務監督批准，並在所批出的佔用許可證或改動及加建工程的批准圖則上註明。有關改動及加建工程的竣工證明書已獲建築事務監督認可。此外，本人亦必須根據《條例》第 12I 條的規定，每年向監督呈交一份“認可人士證明書”，同時本人明白，呈交“認可人士證明書”乃當局發牌的條件之一；本人若有違反這項條件，監督即可根據《條例》第 12D 條的規定，以此作為撤銷及暫時吊銷本人牌照或拒絕予以續期的理由。  
if I am applying for a licence for a period exceeding 36 months, I confirm that the concerned hotel/guesthouse premises was purposely built in that they were designed and constructed as a hotel/guesthouse, the use of which has also been approved by the Building Authority, either as shown in the Occupation Permit or as indicated in the alterations and additions plans approved by the Building Authority. The completion certificate for such alterations and additions works have been acknowledged by the Building Authority. Also, I shall submit to the Authority an "Authorized Person's Certificate" annually in accordance with section 12I of the Ordinance; and I understand that the submission of an "Authorized Person's Certificate" shall be a condition of the licence; and non-compliance with this condition shall be a ground for cancellation and suspension of the licence or refusal to renew it under section 12D of the Ordinance.
- (e) 倘若監督向本人簽發期限超過 12 個月的牌照，而本人提交申請處所的第三者風險（公眾責任保險）文件的保險期並未涵蓋整個牌照有效期，則在有關牌照期內，本人必須於保險期屆滿前，向監督呈交新的有效第三者風險（公眾責任保險）文件；本人若有違反這項規定，監督即可根據《條例》第 12D 條的規定，以此作為撤銷及暫時吊銷本人牌照或拒絕予以續期的理由。  
where a licence is issued to me for a period exceeding 12 months, and the insured period of my third party risks insurance (public liability insurance) submitted to Authority does not cover the whole licensing period, I shall submit to the Authority within the relevant licensing period new valid third party risks insurance document(s) (public liability insurance) before the existing third party risks insurance (public liability insurance) expires; and I understand that non-compliance with this requirement shall be a ground for cancellation and suspension of the licence or refusal to renew it under section 12D of the Ordinance.

**警告 WARNING**

根據香港法例第 349 章《旅館業條例》，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，仍在本申請的過程中或在與本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，即屬犯罪。  
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, commits an offence under the Hotel and Guesthouse Accommodation Ordinance (Cap. 349).

日期 Date \_\_\_\_\_

簽署 Signature \_\_\_\_\_  
(注意：續期申請表上的簽名式樣及團體印鑑必須與發牌當局的最後記錄相符。)  
(Note: the signature(s) and authenticating chop on the renewal application form must be the same as last recorded by the OLA.)

姓名 Name \_\_\_\_\_

在團體所擔任的職位  
Position held in the body of persons \_\_\_\_\_

如申請人為團體，須由獲授權人士代表該團體簽署並蓋上團體印鑑（如公司印鑑）。

For an applicant which is a body of persons, an authorised person must sign for and on behalf of the body of persons with the authenticating chop (e.g. company chop).



第 XI 部分 申請人須知  
SECTION XI Notice to applicant

- (a) 你必須把本申請表及附件一所註明所需之文件，送交牌照事務處，地址為：  
You should forward the application form and the required documents as indicated in Appendix I to the OLA at –

牌照事務處  
香港太古城太古灣道十四號十樓

Office of the Licensing Authority  
10/F, 14 Taikoo Wan Road,  
Taikoo Shing, Hong Kong

- (b) 你必須每 12 個月安排一名註冊消防裝置承辦商檢查獲發牌照處所內的消防裝置及設備至少一次，並須由檢查當日起計 28 天內，向監督呈交消防裝置及設備證書（F.S.251）的副本。

You shall arrange an inspection of fire service installation and equipment in the licensed premises by a registered fire service installation contractor at least once in every 12 months. You shall deliver a copy of the certificate of fire service installations and equipment (F.S.251) to the Authority within 28 days from the date of inspection.

- (c) 相關人士就某團體而言，(i)如屬法人團體，指該法人團體的董事；該法人團體的公司秘書；或關涉該法人團體的管理的人；(ii)如屬合夥，指該合夥的合夥人；關涉該合夥的管理的人；或該合夥的幹事；或(iii)如屬不屬法團的團體（合夥除外），指關涉該團體的管理的人；或該團體的幹事。

Related person, in relation to a body of persons, means (i) for a body corporate, includes a director of the body corporate; a company secretary of the body corporate; or a person concerned in the management of the body corporate; (ii) for a partnership, includes a partner in the partnership; a person concerned in the management of the partnership; or an office holder of the partnership; or (iii) for an unincorporated body other than a partnership, includes a person concerned in the management of the body; or an office holder in the body

- (d) 其他責任  
Other Liability

- (i) 監督會根據《條例》處理牌照申請，監督會考慮申請所涉處所的大廈公契或政府租契（如沒有相關大廈公契）是否包含任何明文規定，禁止處所用作(i)酒店或賓館；(ii)商業用途；或(iii)私人住宅用途以外的其他用途（下稱“限制性條文”）。監督如不信納有關處所的公契或政府租契（如沒有相關大廈公契）並無限制性條文，便會拒絕發牌。

The processing of the application is strictly in accordance with the provisions under the Ordinance. The Authority will take into account whether the DMC or Government lease (if there is no DMC) of the premises under application contains any express provision which prohibits the premises concerned from being used (i) as a hotel or guesthouse, (ii) for commercial purpose or (iii) otherwise than for private residential purpose (hereafter referred to as "restrictive provision"). The Authority will refuse to issue a licence if not satisfied that there is no restrictive provision in the DMC or Government lease (if there is no DMC) of the premises concerned.

- (ii) 監督在批准有關處所提出的牌照申請之前須信納該申請已根據《條例》進行諮詢，除非該處所按照以下所述的草圖或核准圖或許可，獲准用作酒店或賓館（不論准許是就該處所或是就該處所所在建築物或區域而作出）：(i)《城市規劃條例》（第 131 章）所指的草圖或核准圖；或(ii)根據《城市規劃條例》就上述草圖或核准圖批給的許可。牌照事務處在收到牌照申請後，獨立的諮詢小組會透過秘書處以書面形式，邀請受影響人士就某項牌照申請提供意見，及邀請申請人就意見提供回應，或邀請申請人及受影響人士參與小組會議。在顧及該等意見及有關的回應後，小組就該申請向監督作出建議。小組的建議包括批准或拒絕該申請及是否對牌照施加任何條件。小組提供的意見和建議會是監督發牌的考慮因素之一。有關牌照申請及諮詢資料亦會上載牌照事務處的網頁（[www.hadla.gov.hk](http://www.hadla.gov.hk)）。

Before approving a licence application, the Authority shall satisfy that a consultation has been conducted in respect of the application according to the Ordinance, unless the use of the premises as a hotel or guesthouse is permitted according to (i) a draft plan or an approved plan within the meaning of the Town Planning Ordinance (Cap.131); or (ii) a permission granted in respect of such a plan under Cap.131. Upon receipt of a licence application, an independent advisory panel will write to invite affected persons to provide their views and the applicant to respond to the views in respect of the application through the Secretariat. The panel may invite the applicant and the affected persons to attend the panel meeting. The advisory panel will formulate a recommendation to the Authority whether to approve or refuse the application; and whether to impose any conditions on the licence after considering the views and responses. The advices given by the advisory panel including the recommendations are not binding on the Authority. The relevant information about licence application and the consultation will also be posted to the OLA's website ([www.hadla.gov.hk](http://www.hadla.gov.hk)).

- (e) 倘若監督向你簽發期限超過 36 個月的牌照，則你必須根據《條例》第 12I 條的規定，每年向監督呈交“認可人士證明書”（認可人士指名列於由建築事務監督備存的認可人士名冊內的建築師／工程師／測量師），而該證明書須(i)在牌照的每一周年日之前一個月至之後一個月的期間內呈交；(ii)符合監督指定的格式並由一名認可人士簽署；(iii)證明自牌照發出之日起，或自牌照前一個周年日起（視屬何情況而定）有關酒店／賓館(1)相對於最新一份存放於監督處並得監督同意的圖則（如有的話）而言，並無進行任何重大的改動；(2)是在並無違反根據《條例》第 12C(6)或第 12E 條施加的條件下，由你本人經營、開設、管理或以其他方式控制的；及(3)就建築物的安全及防火安全而言，由你本人維持於妥善狀況。

If a licence is issued to you for a period exceeding 36 months, you have to submit to the Authority an "Authorized Person's Certificate" (Authorized Person means an architect/engineer/surveyor whose name is on the Authorized Persons' register kept by the Building Authority) annually in accordance with section 12I of the Ordinance. The said certificate shall (i) be submitted within a period of 1 month before and 1 month after each anniversary of the licence; (ii) be in such form as the Authority may determine and signed by an Authorized Person; (iii) certify that since the date upon which the licence was issued or, since the immediate previous anniversary of the licence, as the case may be, the hotel or the guesthouse (1) has not undergone any substantial alteration by reference to the latest plan, if any, deposited with and agreed to by the Authority; (2) has been operated, kept, managed or otherwise controlled by you in a manner which does not contravene any of the conditions imposed under section 12C(6) or section 12E of the Ordinance; and (3) has been maintained by you in a proper condition with regard to building safety and fire safety.

- (f) 除了酒店牌照持有人外，其他牌照持有人不得使用“酒店”一詞作為營業名稱。因此，如你並非申請酒店牌照，便不可使用“酒店”一詞作為營業名稱。  
Except for hotel licensees, holders of other licences shall not use the word “hotel” in their business names. Therefore, if you are not applying for a hotel licence, the word “hotel” should not be used in the business name.
- (g) 根據《電子交易條例》，監督現接受電子形式的牌照續期申請。詳情請瀏覽民政事務總署網頁 [www.had.gov.hk](http://www.had.gov.hk)。  
Pursuant to the enactment of the Electronic Transactions Ordinance, applications for a licence in electronic form are now accepted by the Authority. For details, please visit the Home Affairs Department homepage – [www.had.gov.hk](http://www.had.gov.hk).
- (h) 如有任何查詢，請與牌照事務處聯絡。  
Please contact the OLA if you have any enquiries.

**一般查詢 General Enquiry:**

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](mailto:hadlaenq@had.gov.hk)

**牌照方面的規定 Licence Requirements:**

電話號碼 Telephone No. : 3107 3021  
傳真號碼 Fax No. : 3109 7408  
電郵地址 Email Address : [hadlaapu@had.gov.hk](mailto:hadlaapu@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香港法例第 349 章《旅館業條例》。  
Personal data provided in this form will be used by the Home Affairs Department for the purposes of processing this application and implementing the Hotel and Guesthouse Accommodation Ordinance (Cap. 349).

**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 : 2881 7034	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

## 遞交申請表所需文件之核對表

### Checklist of required documents for submitting an application

為利便盡速辦理牌照申請，請附交下列註明的全部所需文件。除非另有註明，否則申請人如未能提供齊備的資料，申請可能不獲受理。

To expedite processing of licence application, please attach all the required documents as indicated below. Unless specified otherwise, the application may not be considered if the applicant fails to provide all the information requested.

#### 遞交申請表時所需文件 Documents required upon submission of application

- ☐ 本填妥的申請表正本連同副本三份。  
The original and three copies of this completed application form.
- ☐ 如申請人屬個別人士：  
If the applicant is an individual:
  - (a) 身份證副本；  
a copy of the Hong Kong Identity Card of the applicant;
  - (b) 如申請人並非香港永久性居民，其旅遊證件副本及填妥的“同意書”（見附件二）；  
if applicant is not a permanent resident of Hong Kong, he / she should submit a copy of his / her travel document and the completed “consent form” at Appendix II;
  - (c) 申請人填妥的“個人資料授權書”及“同意書”（見附件三及四）。  
completed “personal data authorisation” and “consent form” at Appendix III and IV by applicant.
- 如申請人屬團體：  
If the applicant is a body of persons:
  - (a) 申請團體的商業登記證（可在發出牌照前提交）副本；  
a copy of the business registration certificate (may be submitted before the licence is issued) of the applicant;
  - (b) 相關人士的身份證副本；  
a copy of the Hong Kong Identity Card of the related person;
  - (c) 如相關人士並非香港永久性居民，其旅遊證件副本及填妥的“同意書”（見附件二）；  
if related person is not a permanent resident of Hong Kong, he / she should submit a copy of his / her travel document and the completed “consent form” at Appendix II;
  - (d) 相關人士填妥的“個人資料授權書”及“同意書”（見附件三及四）。  
completed “personal data authorisation” and “consent form” at Appendix III and IV by the related person.
- ☐ 法律執業者的書面法律意見，述明酒店／賓館所在的處所現有的公契或政府租契（如果沒有公契）並無包含任何明確條文以禁止處所用作(i)酒店或賓館；(ii)商業用途；或(iii)私人住宅用途以外的其他用途。（適用於按《條例》修訂之後提出的首次續牌申請。）  
Written legal advice given by a legal practitioner confirming that the prevailing DMC or the Government Lease (if there is no DMC) of the premises under application do not contain any express provision which prohibits the premises concerned from being used (i) as a hotel or guesthouse, (ii) for commercial purpose or (iii) otherwise than for private residential purpose. (Applicable to the first application for renewal of licence after the enactment of the amended Ordinance.)
- ☐ 由註冊消防承辦商所簽發的有效消防裝置及設備證書（F.S. 251）副本一份，以證明安裝在獲發牌處所內的消防裝置及設備處於有效的操作狀態。  
A copy of valid Certificate of Fire Service Installations and Equipment (F.S. 251) issued by a registered fire service contractor who certified that all fire services installations and equipment in the licensed premises are in efficient working order.
- ☐ 由註冊電業工程人員所簽發的有效電力完工證明書－表格 WR1 或電力規例完工證書－表格 WR2 副本一份，以證明處所內的固定電力裝置符合電力條例的規定及操作安全。而該處所 (i) 凡低壓固定電力裝置允許負載量為超過 100 安培(單相或三相)，該固定電力裝置須安排每 5 年最少作一次檢查、測試及領取證明書；或 (ii) 凡用作住宿用途，如酒店、賓館、度假屋或度假營類，該低壓固定電力裝置須安排每 5 年最少作一次檢查、測試及領取證明書。  
A copy of valid “Work Completion Certificate – Form WR1” or “Periodic Test Certificate – Form WR2” issued by a registered electrical worker who certified that the Fixed Electrical Installation complies with the Electrical Ordinance and is in safe working order in the premises, where (i) If a low voltage fixed electrical installation located in such premises that has an approved loading exceeding 100A, single or three phase, shall have the installation inspected, tested and certified at least once every 5 years; or (ii) if a low voltage fixed electrical installation located in the premises that is used for sleeping accommodation such as hotel, guesthouse, holiday flat and holiday camp shall have the installation inspected, tested and certified at least once every 5 years.
- ☐ 凡設有防火閘／過濾器／聚塵器的通風系統，則須呈交由註冊通風□辦商所簽發的有效通風年檢證書副本一份，以證明處所內通風系統的所有防火閘／過濾器／聚塵器均處於安全和有效的操作狀態。  
A copy of valid annual ventilation maintenance certificate issued by a registered ventilation contractor who certified that all dampers / filters / precipitators in the ventilating system(s) are in safe and efficient working order in the premises where damper, filter and precipitator are presented in the ventilating system.
- ☐ 使用十進制單位及符合比例（一般情況應不小於 1:100）的圖則三份；圖則須清楚顯示酒店／賓館牌照申請範圍的界線及內部間格（請參閱申請牌照的一般指引的附件 V）。如設立 24 小時有職員當值的接待櫃檯的賓館（一般）牌照申請人，其圖則應顯示接待櫃檯的詳細資料，包括安裝的位置、尺寸及物料。  
3 sets of detailed layout plans in metric and to scale (normally not less than 1:100) with the boundary of the premises of the hotel/ guesthouse area under this licence application clearly delineated and partitions layout of the hotel/guesthouse shown. (Appendix V of the Guide refers). For applicant for guesthouse (general) licence installing 24-hour manned counter, details of the counter including the location, dimension and materials used should be indicated.
- ☐ 申請人能持續親自監督有關處所的經營、開設、管理或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 DMC) 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).

- ☐ 就第 VIII 部分未能設立 24 小時有職員當值的接待櫃檯而提交的替代方案（適用於賓館（一般）牌照）。  
Proposal of alternative measure if there is no 24-hour manned counter as provided in Section VIII (applicable to guesthouse (general) licence).

**領取牌照時所需文件 *Documents required upon collection of licence***

- ☐ 酒店／賓館商業登記證副本。商業登記證上顯示的酒店／賓館營業名稱須與申請牌照續期酒店／賓館相同。  
A copy of the business registration certificate of the hotel/guesthouse. The business name of the hotel/guesthouse shown on the business registration certificate should be identical to the business name of the hotel/guesthouse under renewal application.
- ☐ 申請處所的有效第三者風險保險（公眾責任保險）副本及由保險公司發出的收據（可在發出牌照前提交）。申請處所第三者風險保險（公眾責任保險）上顯示的酒店／賓館營業名稱須與申請牌照續期酒店／賓館相同。  
A copy of valid third party risks insurance (public liability insurance) for the applied premises and receipt issued by the insurance company (may be submitted before the licence is issued). The business name shown on the third party risks insurance (public liability insurance) should be identical to the business name of the hotel/guesthouse under renewal application.

## 同意書 Consent Form

### 致有關人士

就本人，即下方簽署人，根據香港法例第 349 章《旅館業條例》申請牌照續期一事，本人現同意香港特別行政區入境事務處向民政事務總署牌照事務處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：\_\_\_\_\_

\* 刪去不適用者

### 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 Office of the Licensing Authority of Home Affairs Department in relation to my application for renewal of a licence under the Hotel and Guesthouse Accommodation Ordinance, Cap. 349.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Hong Kong Identity Card No. /  
Passport No. [For non-Hong  
Kong Identity Card Holder]\*: \_\_\_\_\_

Date: \_\_\_\_\_

\* Delete whichever inapplicable

## 個人資料授權書

致：警務處處長

經：民政事務總署牌照事務處 \_\_\_\_\_ [職員在於標示其職位及簽署核實身份]

本人 \_\_\_\_\_ 現授權警務處處長，或其代表，向民政事務總署牌照事務處發放任何及全部有關本人的刑事判罪<sup>@</sup>紀錄的所有資料。如有需要，本人亦同意香港警務處就此項申請套取本人的指模資料，以核證本人的刑事紀錄。本人的個人資料如下:-

英文姓名：	_____	中文姓名：	_____
出生日期：	_____	出生地點	_____
香港身份證號碼 / 護照號碼[祇供非持有香港身份證人士]*：	_____		
中文商業電碼[按香港身份證上紀錄(如有的話)]	_____ / _____ / _____		

簽署：\_\_\_\_\_

日期：\_\_\_\_\_

<sup>@</sup> 所有刑事判罪紀錄包括香港法例第 297 章《罪犯自新條例》已失時效的判罪（如有的話）。

\* 刪去不適用者

## Personal Data Authorisation Form

To : Commissioner of Police

Through : Office of the Licensing Authority of Home Affairs Department \_\_\_\_\_ (staff to indicate post title and signed here after verification of the identity)

I, \_\_\_\_\_, hereby authorise the Commissioner of Police, or his representative, to release full particulars of any and all criminal convictions<sup>@</sup> recorded against me to the **Office of the Licensing Authority of Home Affairs Department**. I also agree to my fingerprint impressions being taken by the Hong Kong Police Force in connection with this application, if required for the purpose of verifying my criminal record(s). My personal particulars are as follows :-

Name in English :	_____	Name in Chinese :	_____
Date of Birth :	_____	Place of Birth :	_____
Hong Kong Identity Card No. / Passport No. [For non-Hong Kong Identity Card Holder]* :	_____		
Chinese Commercial Code No. :	_____ / _____ / _____		

[as recorded on Hong Kong Identity Card, where applicable]

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

<sup>@</sup> All criminal convictions include the spent convictions under the Rehabilitation of Offenders Ordinance, Cap 297 (if any).

\* Delete whichever inapplicable

## 同意書 Consent Form

### 致有關人士

就本人，即下方簽署人，根據香港法例第 349 章《旅館業條例》申請牌照續期一事，本人現同意香港特別行政區破產管理署向民政事務總署牌照事務處披露關於本人的破產／清盤記錄。

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：\_\_\_\_\_

\* 刪去不適用者

### TO WHOM IT MAY CONCERN

I, the undersigned, hereby give consent to the Official Receiver's Office of the Hong Kong Special Administrative Region to release my relevant bankruptcy / liquidation / winding-up order records to the Office of the Licensing Authority of Home Affairs Department in relation to my application for renewal of a licence under the Hotel and Guesthouse Accommodation Ordinance, Cap. 349.

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

\* Delete whichever inapplicable