



民政事務總署
牌照事務處
旅館業條例
轉讓牌照申請表



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

向牌照事務處遞交本表格前，請參閱第 XII 部分、《申請牌照的一般指引》、及提交附件一所需之文件
Please read Section XII, "A Guide to Licence Application under the Hotel and Guesthouse Accommodation Ordinance (Cap. 349)" (the Guide) and attach the required documents as indicated in Appendix I before submission to the Office of the Licensing Authority (OLA)

牌照的轉讓申請，應由有關牌照現時的持有人提出。
倘牌照持有人未能提交轉讓申請，則擬承讓人須就有關酒店／賓館重新申請牌照。
Application for transfer of a licence should be submitted by the current licence holder.
If it is not possible for the licence holder to apply for the transfer, the proposed transferee will have to make fresh application for a licence in respect of the hotel/guesthouse concerned.

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 部分至第 V 部分由申請人（即牌照持有人）填寫
SECTION I to SECTION V shall be completed by the applicant (i.e. Licensee)

第 I 部分 現有牌照
SECTION I Existing licence

(a) 現有牌照號碼
Existing Licence Number

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(b) 請填寫現有牌照的到期日
Please state the expiry date of the existing licence

牌照持有人及擬承讓人應留意牌照的有效期限滿日期。倘牌照將於六個月內期滿，則牌照持有人應先續領牌照，然後才申請轉讓。
The licence holder and the proposed transferee should note the expiry date of the licence. If the licence will expire within six months, the licence holder should renew the licence before applying for transfer of the licence.

(c) 請在以下合適的方格內加「✓」號，註明現有牌照的原本有效期
Please state the original validity period of the licence by ticking the appropriate box below

- | | | |
|---------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> 12 個月 months | <input type="checkbox"/> 24 個月 months | <input type="checkbox"/> 60 個月 months |
| <input type="checkbox"/> 36 個月 months | <input type="checkbox"/> 48 個月 months | <input type="checkbox"/> 72 個月 months |
| | | <input type="checkbox"/> 84 個月 months |

(d) 申請轉讓牌照的酒店／賓館有否已獲得監督書面批准但尚未報告完成的改動工程？
In respect of the hotel/guesthouse applying for transfer of licence, are there any alterations granted with written permission of the Authority but completion of works have not yet been reported?

☐ 有 Yes (請提供監督書面批准日期 Please provide the date of written permission of the Authority : _____)
☐ 否 No

第 II 部分 **申請將牌照轉讓的場所所在的物業及營業詳情**
SECTION II **Particulars of the premises and business in respect of which application for a transfer of licence is sought**

- (a) 酒店／賓館現有名稱（英文） Existing name of hotel/guesthouse in English

- (b) 酒店／賓館現有名稱（中文） Existing name of hotel/guesthouse in Chinese

- (c) 酒店／賓館地址 Address of hotel/guesthouse

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

*請刪去不適用者 Delete as appropriate

第 III 部分 **申請人資料及通訊地址**
SECTION III **Applicant's particulars and correspondence address**

第 III(A)部分 **申請人如為個別人士（即自然人），請填報以下資料**
SECTION III(A) **Particulars of applicant if the applicant is an individual (i.e. a natural person)**

- (a) 申請人的英文全名 Full name of applicant in English
 Mr Mrs Miss Ms * _____
 先生 夫人 小姐 女士 姓氏先行，名字隨後 Surname first, then other names
- (b) 申請人的中文全名 Full name of applicant in Chinese

- (c) 申請人在酒店／賓館的職位 Position held by applicant in hotel/guesthouse

- (d) 香港身份證號碼 HK Identity Card number _____
- (e) 住址 Residential Address

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

*請刪去不適用者 Delete as appropriate

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
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*香港	*HK
九龍	Kln
新界	NT

(e) 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.)*

(f)	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

第 III(C)部分 申請人的通訊地址 (如與以上第 III(A)(e) 部分或第 III(B)(d) 部分不同)
SECTION III(C) Applicant's correspondence address (if different from Section III(A)(e) or Section III(B)(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	地區 District
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*香港	*HK
九龍	Kln
新界	NT

第 IV 部分 申請轉讓原因
SECTION IV Reason(s) for making the transfer

重要注意事項
IMPORTANT NOTE

根據香港法例第 349 章《旅館業條例》第 12F 條，監督可決定批准或拒絕牌照轉讓。因此，申請人須以指明方式提出申請，並提出令監督滿意的理由。

Under section 12F of the Hotel and Guesthouse Ordinance (Cap. 349), the Authority has a discretionary power to determine whether or not to permit the transfer of a licence. In this connection, the applicant has to submit an application in the specified way and there should be a cause shown to the Authority's satisfaction.

申請人請在下列空位填寫申請轉讓的原因

The applicant should provide the reason(s) for making the transfer on the space provided below

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) 本人已告知擬承讓人現有牌照的發牌條件；及
I have informed the proposed transferee of the licensing conditions imposed on the existing licence; and
- (c) 本人已向擬承讓人提供酒店／賓館的註冊圖則副本。除了已告知擬承讓人獲得監督書面批准的改動外（如有），現時酒店／賓館物業的內部間隔與註冊圖則一樣。
I have provided a copy of the hotel/guesthouse registered layout plan to the proposed transferee. Except the alteration(s) granted with written permission of the Authority which the proposed transferee has been informed of (if any), the internal layout of the premises is and will remain the same as the registered layout plan.

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 _____

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).

（注意：簽名式樣及團體印鑑必須與牌照事務處的最後記錄相符。）
(Note: Signature and authenticating chop must be the same as last recorded by the OLA.)

第 VII(B)部分 擬承讓人如為團體（法人團體如有限公司、合夥；或其他不屬法團的團體），請填報以下資料
SECTION VII(B) Particulars of proposed transferee if the proposed transferee 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

- (c) 商業登記證號碼 Business Registration Certificate Number

- (d) 團體地址 Address of the body of persons

 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

- (e) 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.)* _____
- (f) 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 _____

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 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 VII(C)部分 擬承讓人的通訊地址 [如與以上第 VII(A)(e)部分或第 VII(B)(d)部分不同]
SECTION VII(C) Proposed transferee's correspondence address [if different from Section VII(A)(e) or Section VII(B)(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 地區 District

*香港 *HK
 九龍 Kln
 新界 NT

第 VII(D)部分 擬承讓人如為團體，請填報團體所有相關人士資料
SECTION VII(D) Particulars of all related persons to be completed if proposed transferee 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.

* 請參考第 XII(d)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”以及香港身份證副本。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 XII(d) 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.

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

第 VIII 部分
SECTION VIII

設立 24 小時有職員當值的接待櫃檯（只適用於賓館（一般）牌照轉讓申請）（請參考申請牌照的一般指引第 5 部分以及其附件 II）
Provision of 24-hour manned counter (only applicable to application for transferring guesthouse (general) licence)
(Please refer to Section 5 and Appendix II of the Guide)

請在以下合適的方格內加「✓」號，示明你會在擬承讓牌照的賓館內沿用已設立的 24 小時有職員當值的接待櫃檯 或 提交方案以取代現有方案／符合相關要求。

Please indicate whether you will continue to use the 24-hour manned counter installed in the guesthouse which licence is to be transferred or submit proposal to replace the existing measure/fulfill the relevant requirement by ticking the appropriate box below.

- ☐ 沿用已設立的 24 小時有職員當值的接待櫃檯（只適用於已設立接待櫃檯的賓館）
continue to use the 24-hour manned counter installed (only applicable to guesthouse with counter installed)
- ☐ 設立 24 小時有職員當值的接待櫃檯（需提交已標示櫃檯的圖則及詳細資料）
install 24-hour manned counter (please provide details and layout plans with counter indicated in the plans)
- ☐ 如未能設立上述接待櫃檯，須提交替代方案（請填寫下表及提交附件一所需文件）
if there is no counter installed, submit proposal of alternative measure (please provide the required documents as indicated in Appendix I)

替代方案 Proposed alternative measure	理由及詳情 Reason(s) and Details (請提供理由，列明方案詳情及補充資料 Please provide reason, details of the proposal and supplementary information)
<input type="checkbox"/> 於大廈內的大堂內設立 24 小時有職員當值的接待櫃檯 Set up of a 24-hour manned counter in the lobby of the building	
<input type="checkbox"/> 與同一大廈內的其他賓館共用一個 24 小時有職員當值的接待櫃檯 Sharing of a 24-hour manned counter with guesthouses located in the same building	
<input type="checkbox"/> 提供另一些 24 小時有人處理的通訊途徑並於接獲入住人士的要求後大約 20 分鐘內抵達現場提供協助 [#] Provision of other 24-hour means of contact and provision of help around 20 minutes from the time of a patron's call [#]	

[#] 除非處所有難以克服的實際限制而無法符合規定，此替代方案可能不被接納。

Such proposals of alternative measures may not be accepted unless there is insurmountable physical constraint in the premises in meeting the requirement.

第 IX 部分
SECTION IX

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

- (a) 擬承讓人或相關人士(如擬承讓人為團體)請表示是否符合以下要求(如其後擬把牌照轉讓他人,該承讓亦亦須符合以下要求):

The proposed transferee or related person (if the proposed transferee 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 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

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

☐ 否,屬所述情況
No, in the stated situation

- (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

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 Office of the Licensing Authority as soon as possible.

監督會因應每宗申請的情況,根據《條例》予以考慮。申請人以及在第 VII(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 VII(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 Office of the Licensing Authority of Home Affairs Department.

第 X 部分
SECTION X

擬承讓人的紀錄（只適用於轉讓原本有效期超過 12 個月的牌照）

Record of proposed transferee (only applicable to transfer of a licence with original validity period exceeds 12 months)

如果擬承讓的牌照的原本有效期超過 12 個月，擬承讓人必須具備良好的紀錄。請表示是否符合以下要求：請在以下合適的方格內加「✓」號。
If the original validity period of the proposed transferred licence exceeds 12 months, the proposed transferee should have a good record. Please indicate whether you can fulfill the following criteria: Please tick the appropriate box.

- (1) 在提交本申請的日期前 12 個月內，沒有就任何監督簽發的酒店／賓館牌照收到任何警告信。
have NOT received any warning letter in relation to any licensed hotel/guesthouse for the 12 months preceding the date of the application.

- ☐ 有收到
Have received

☐ 沒有收到
Have not 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	警告信日期 Date of Warning Letter

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 Office of the Licensing Authority as soon as possible.

- (2) 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

監督會因應每宗申請的情況，根據《條例》予以考慮。監督亦會考慮申請人遵守《條例》方面的紀錄及在處理該宗申請期間擬承讓人遵守《條例》方面的紀錄。

Please note that the Authority will consider the application in accordance with the Ordinance on a case by case basis. The Authority will consider the applicant's records in complying with the Ordinance and take into account the proposed transferee's latest records in complying with the Ordinance before making a determination under the Ordinance.

第 XI 部分 擬承讓人聲明**SECTION XI Declaration by proposed transferee**

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；
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) 除了已獲告知得監督書面批准的改動外（如有），現時酒店／賓館物業的內部間隔與註冊圖則一樣，而且將會維持不變，而酒店／賓館物業亦不會有任何其他改動，直至該牌照下次續期為止；
except the alteration(s) granted with written permission of the Authority which I have been informed of (if any), the internal layout of the premises is and will remain the same as the registered layout plan, and there will be no other alterations to the premises until the next renewal of licence;
- (c) 如有已獲告知得監督書面批准的改動，在申請轉讓獲准後，本人會安排完成所有改動工程至牌照事務處滿意的程度，不作出不合理的延誤。本人亦確認，如改動工程未能令監督滿意，監督可取消及暫時吊銷牌照，或拒絕將牌照續期；
If there are alterations granted with written permission of the Authority which I have been informed of, I will arrange to complete the alteration works to the satisfaction of the Office of the Licensing Authority without unreasonable delay after the transfer application is permitted. I also acknowledge that the Authority may cancel, suspend or refuse to renew the licence if the alteration works are not completed to the satisfaction of the Authority;
- (d) 如申請轉讓獲准，本人將會持續地親自監管上文第 II 及 VI 部分所述酒店／賓館的經營、開設、管理及其他方式的控制；
the operation, keeping, management and other control of the hotel/guesthouse referred to in Sections II and VI above will be under my continuous and personal supervision when the transfer application is permitted;
- (e) 本人知曉，現有牌照是附有發牌條件的，並且願意遵從該等條款；
I am aware of the licensing conditions imposed on the existing licence and that I am willing to comply with such conditions;
- (f) 本人已參閱第 XII 部分；
Section XII has been read;
- (g) 如申請轉讓獲准，本人必須在整個持牌期間，確保就任何人使用持牌處所事宜所投保的第三者風險（公眾責任保險）保險單有效。有關保險必須在有效期內就有關持牌處所就每宗事故提供不少於港幣 1,000 萬元的彌償限額及不設彌償事故宗數上限；本人必須在保險期屆滿前，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 12C(5)(d)/12D(2)(c)條的規定，以此作為取消及暫時吊銷本人牌照或拒絕予以續期的理由；及
if application for transfer is permitted, I shall ensure a third party risk insurance (public liability insurance) for the use of the licensed premises by any person remain valid during the entire licensing period of the licence. The insurance should provide a minimum limit of indemnity of HK\$10 million per event and coverage of unlimited events for any one period of insurance in respect of the licensed premises. I shall submit to the Authority 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 12C(5)(d)/12D(2)(c) of the Ordinance; and
- (h) 倘若擬承讓的牌照所剩餘的有效期超過 12 個月及現有牌照的原本有效期超過 36 個月，如申請轉讓獲准，本人必須根據《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 12C(5)(d)/12D(2)(c)條的規定，以此作為取消及暫時吊銷本人牌照或拒絕予以續期的理由。
If the remaining validity period of the proposed transferred licence exceeds 12 months and the original validity period of the licence exceeds 36 months, when application for transfer is permitted, 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 12C(5)(d)/12D(2)(c) 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 _____

擬承讓人簽署 Signature of proposed transferee _____

姓名 Name _____

在團體所擔任的職位

Position held in the company _____

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).

（注意：在申請牌照續期時，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: For application for renewal of a licence, the signature(s) and authenticating chop on the renewal application form must be the same as last recorded by the OLA.)

第 XII 部分
SECTION XII

申請人及擬承讓人須知
Notice to applicant and proposed transferee

- (a) 申請人必須把本申請表及所有在附件一所註明之文件，送交牌照事務處，地址為：
The applicant should forward the application form and the 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) 倘遺失牌照，則牌照持有人應：
If the licence is lost, the licence holder should :
(i) 向警方報失；及
report the loss to the police; and
(ii) 先向牌照事務處申請有關牌照的認證副本，然後才申請轉讓。否則，擬承讓人須就有關酒店／賓館重新申請牌照。
apply to the OLA for a certified true copy of the licence before applying for transfer. Otherwise, the proposed transferee will have to make fresh application for a licence in respect of the hotel/guesthouse concerned.
- (c) 牌照的轉讓須按次收費。
A fee will be charged for each transfer of the licence.
- (d) 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.
- (e) **其他責任**
Other Liability
(i) 監督會根據《條例》處理牌照申請（包括續期申請），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 (including renewal 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（包括續期申請）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申請施加任何附加條件。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）。
Before approving a licence application (including renewal 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 on the OLA's website (www.hadla.gov.hk).
- (f) 倘若監督獲准轉讓超過 36 個月的牌照，則持牌人必須根據《條例》第 121 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(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 12B(5)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 121 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 12B(5) 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.

- (g) 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.
- (h) 根據《電子交易條例》，監督現接受電子形式的牌照轉讓申請。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 transfer of a licence in electronic form are now accepted by the Authority. For details, please visit the Home Affairs Department homepage - www.had.gov.hk.
- (i) 如有任何查詢，請與牌照事務處聯絡。
Please contact the OLA 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）
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

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

為利便盡速辦理轉讓牌照申請，請附交下列註明的全部所需文件。申請人如未能提供齊備的文件，申請可能會被拒絕。

To expedite processing of application for transfer of a licence, please attach all the required documents as indicated below. The application may be rejected if the applicant fails to provide all the documents requested.

- ☐ 本填妥的申請表正本一份。請確保已填妥申請表列明之一切適用部分。
The original of this completed application form. Please ensure that all applicable sections in the form have been completed.
- ☐ 如擬承讓人屬個別人士：
If the proposed transferee is an individual:
- (a) 身份證副本；
a copy of the Hong Kong Identity Card of the proposed transferee;
- (b) 如擬承讓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 the proposed transferee 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; and
- (c) 擬承讓人填妥的“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 the proposed transferee.
- 如擬承讓人屬團體：
If the proposed transferee is a body of persons:
- (a) 申請團體的商業登記證影印本；
a copy of the business registration certificate of the proposed transferee;
- (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 the 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; and
- (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.
- ☐ 擬承讓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、註冊業主與擬承讓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，讓擬承讓人經營、開設、管理或控制其處所的授權書、明確指定擬承讓人有權經營、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），或顯示擬承讓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 proposed transferee (e.g. proof of land ownership issued by the Land Registry, stamped rental agreement signed between the registered owner and the proposed transferee, authorisation letter issued by the registered owner or legal tenant of the concerned premises to allow the proposed transferee to operate, keep, manage or control his/her premises, legal document (e.g. Government rental agreement or DMC) explicitly stating that the proposed transferee is authorised to operate, keep, manage or control of the concerned premises, or other document showing that the proposed transferee has exclusive use or enjoyment of the concerned premises).
- ☐ 酒店／賓館商業登記證副本一份。
A copy of the business registration certificate of the hotel/guesthouse.
- ☐ [只適用於設立 24 小時有職員當值的接待櫃檯的賓館（一般）牌照]
[Only applicable to guesthouse (general) licence installing 24-hour manned counter]
- 接待櫃檯的圖則三份，圖則須使用十進制單位及符合比例（一般情況應不小於 1:100）及清楚顯示賓館牌照申請範圍的界線及內部間格，和接待櫃檯的詳細資料，包括安裝的位置、尺寸及物料（請參閱「根據《旅館業條例》（第 349 章）申請牌照的一般指引」的第 5 部分及附件 II）。
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 guesthouse area under this licence application clearly delineated and partitions layout of the guesthouse shown, and details of the counter including the location, dimension and materials used (Section 5 and Appendix II of “A Layman’s Guide to Licence Applications under the Hotel and Guesthouse Accommodation Ordinance (Chapter 349)” refers).
- ☐ [只適用於提交替代方案的賓館（一般）牌照]
[Only applicable to guesthouse (general) licence submitting proposal of alternative measure]
- 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。
Proposal of alternative measure if there is no 24-hour manned counter as provided in Section VIII.

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》牌照轉讓申請一事，本人現同意香港特別行政區政府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：

* 刪去不適用者

TO WHOM IT MAY CONCERN

I, the undersigned, hereby give consent to the Immigration Department of the Government 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 an application for transfer 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 _____ [職員在此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[@]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：_____

[@] 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[@] 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 : _____

[@] 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》申請牌照轉讓一事，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 Home Affairs Department in relation to my application for transfer 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