



民政事務總署
牌照事務處
會社(房產安全)條例
轉讓合格證明書申請表

HOME AFFAIRS DEPARTMENT
OFFICE OF THE LICENSING AUTHORITY
CLUBS (SAFETY OF PREMISES) ORDINANCE
APPLICATION FOR TRANSFER OF A CERTIFICATE OF COMPLIANCE

向牌照事務處遞交本表格前，請參閱第 VIII 部分的核對表及第 IX 部分的備註
Please read the Checklist in Section VIII and Notes in Section IX before submission
to the Office of the Licensing Authority (OLA)

注意：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（包括《中華人民共和國香港特別行政區維護國家安全法》），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。

申請人如根據第 376 章獲發合格證明書，須確保持證明書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: 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 (including The Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region).

For the Certificate of Compliance to be issued under Cap. 376, the applicant shall ensure that no act or activity on the premises with Certificate of Compliance 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

- (a) 現有合格證明書號碼
Existing Certificate of Compliance Number
- (b) 請在填寫現有合格證明書所剩餘的有效期
Please state the remaining validity period of the Certificate of Compliance. _____ 個月 months
- (c) 申請轉讓合格證明書的會址有否已獲得民政及青年事務局局長（局長）書面批准但尚未報告完成的動工工程？
In respect of the club-house applying for transfer of Certificate of Compliance, are there any alterations granted with written permission of the Secretary for Home and Youth Affairs (the Secretary) but completion of works have not yet been reported?
- 有 Yes （請提供局長書面批准日期 Please provide the date of written permission of the Secretary : _____）
 否 No

第 II 部分 會址詳情
SECTION II Particulars of club-house

- (a) 會社現有名稱（英文）Existing Name of Club in English
- (b) 會社現有名稱（中文）Existing Name of Club in Chinese
- (c) 會社新名稱（英文）[如與以上(a)項不同] New Name of Club in English [if different from (a) above]
- (d) 會社新名稱（中文）[如與以上(b)項不同] New Name of Club in Chinese [if different from (b) above]

- (e) 會址地址 Address of Club-house
- | | | | |
|---|----------------------|----------------------|-----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 室 Flat/Room | 樓 Floor | 座 Block | 大廈名稱 Name of Building |
| <input type="text"/> | | | <input type="text"/> |
| 門牌號數及街道名稱/屋□ Number and Name of Street/Estate | | | 地區 District |
- *香港 *HK
九龍 Kln
新界 NT

(f) 會址電話號碼 Telephone No. of Club-house 傳真機號碼 Fax No. 電子郵址 E-mail Address

如申請獲批，上述(c)至(f)的資料將會公開予公眾查閱。
If the application is approved, the information contained in (c) to (f) above will be disclosed for public inspection.

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

申請人 - 請填寫第 III(A)或第 III(B)部分
APPLICANT - COMPLETE EITHER III(A) OR III(B)

第 III(A)部分 申請人如以個別人士名義提出申請，請填報下開資料（請參閱備註(a)項）
SECTION III(A) Particulars to be completed by the applicant if the applicant is an individual (Please see note (a))

(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) 申請人在會社的職位 Position held by applicant in club

(d) 香港身分證號碼 HK Identity Card Number

(e) 住址 Residential Address

_____	_____	_____	_____
室 Flat/Room	樓 Floor	座 Block	大廈名稱 Name of Building

門牌號數及街道名稱/屋□ Number and Name of Street/Estate 地區 District

*香港 *HK
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. _____

電子郵址 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 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(B)部分 申請人如以有限公司名義提出申請，請填報下開資料
SECTION III(B) Particulars to be completed by the applicant if applicant is a limited company

(a) 公司名稱（英文） Name of Company in English

(b) 公司名稱（中文） Name of Company in Chinese

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

(d) 公司地址 Company 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□ Number and Name of Street/Estate 地區 District

*香港 *HK
九龍 Kln
新界 NT

- (e) 公司經理姓名 (先生/小姐/夫人/女士) *
Name of Manager of Company (Mr./Miss/Mrs./Ms.)* _____
- (f) 電話號碼 Telephone No. _____ (住宅 Residence) _____ (辦公室 Office)
流動電話號碼 Mobile Phone No. _____
電子郵址 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 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 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	樓 Floor	座 Block	大廈名稱 Name of Building		
門牌號數及街道名稱/屋□ Number and Name of Street/Estate			地區 District	*香港 九龍 新界	*HK Kln NT

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

申請人請在下列空位扼要填寫申請轉讓的原因
The applicant should summarise the reason(s) for making the transfer on the space provided below

擬承讓人 - 請填寫第 V(A)或 V(B)部分及第 VI 部分
PROPOSED TRANSFEREE - COMPLETE EITHER SECTION V(A) OR V(B) AND SECTION VI

第 V(A)部分 擬承讓人如以個別人士名義承讓，請填報下列資料
SECTION V(A) **Particulars of proposed transferee if proposed transferee is an individual**

- (a) 擬承讓人英文全名 Full name of proposed transferee 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) 擬承讓人的中文全名 Full name of proposed transferee in Chinese

- (c) 擬承讓人在會社的職位 Position held by proposed transferee in Club

- (d) 香港身分證號碼 HK Identity Card Number
- (e) 住址 Residential Address

室 Flat/Room	樓 Floor	座 Block	大廈名稱 Name of Building		
門牌號數及街道名稱/屋□ Number and name of Street/Estate			地區 District	*香港 九龍 新界	*HK Kln NT
- (f) 電話號碼 Telephone No. _____ (住宅 Residence) _____ (辦公室 Office)
流動電話號碼 Mobile Phone No. _____
電子郵址 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 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 V(B)部分 擬承讓人如以有限公司名義承讓，請填報下開資料
SECTION V(B) Particulars of proposed transferee if proposed transferee is a limited company

(a) 公司名稱 (英文) Name of Company in English

(b) 公司名稱 (中文) Name of Company in Chinese

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

(d) 公司地址 Company 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□ Number and Name of Street/Estate _____ 地區 District

(e) 公司經理姓名 (先生/小姐/夫人/女士) *
Name of Manager of Company (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. _____

電子郵址 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 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 V(C)部分 擬承讓人的通訊地址：(如與以上 IV(A)(e)或 IV(B)(d)項不同)
SECTION V(C) Proposed transferee's correspondence address: (if different from IV(A)(e) or IV(B)(d) above)

_____ 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□ Number and Name of Street/Estate _____ 地區 District

第 V(D)部分 擬承讓人如以有限公司/團體名義承讓，請填報獲委任為會社的獲授權人士資料
SECTION V(D) Particulars of authorised person to be completed if applicant is a limited company/ a body of persons

*獲授權人士姓名
Name of *authorised person

*獲授權人士在團體的職位
Position held by *authorised person
in the body of persons

電話號碼
Telephone no.

* 獲授權人士須受僱於申請公司 / 團體為全職僱員或為公司股東。獲授權人士須提交填妥在附件三的“個人資料授權書”以及身份證副本。如獲授權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”及提交其旅遊證件副本。
The authorised person should be employed by the company/ a body of persons as full-time employee or a shareholder of the company. Authorised person should submit the completed “personal data authorisation form” at Appendix III and a copy of the Hong Kong Identity Card. If the authorised 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 VI 部分 **定罪紀錄聲明**
SECTION VI **Declaration of conviction records**

- (a) (i) 擬承讓人或獲授權人士（如擬承讓人為團體）有沒有在提交本申請的日期前 3 年內因觸犯《條例》所訂罪行而被定罪？ 請在以下合適的方格內加「✓」號。
 Has the proposed transferee or authorised person (if the proposed transferee is a body of persons) been convicted of an offence under the Ordinance committed in the 3 years preceding the date of the application? Please tick the appropriate box.

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

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

- (ii) 擬承讓人或獲授權人士（如擬承讓人為團體）有沒有在香港或其他地方，在提交本申請的日期前 3 年內因被裁定就該會址觸犯任何可公訴罪行？ 請在以下合適的方格內加「✓」號。
 Has the proposed transferee or authorised person (if the proposed transferee is a body of persons) been convicted of an indictable offence in respect of the club-house in Hong Kong or elsewhere committed in the 3 years preceding the date of the application? Please tick the appropriate box.

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

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

於牌照申請處理階段，擬承讓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 proposed transferee should report any changes to the above declarations by providing written notice to the OLA as soon as possible.

民政及青年事務局局长會因應每宗申請的情況，根據《條例》予以考慮。擬承讓人以及在第 V(D)的獲授權人士須提交填妥在附件三的“個人資料授權書”授權警務處處長向民政事務總署牌照事務處披露相關資料。
 The Secretary for Home and Youth Affairs will consider the application in accordance with the Ordinance on a case by case basis. The proposed transferee and the authorised person as listed in Section V(D) should submit the completed “personal data authorisation form” at Appendix III to authorise the Commissioner of Police to release relevant information to the OLA of the Home Affairs Department.

第 VII(A)部分 由申請人簽署的聲明
SECTION VII(A) Declaration to be signed by the applicant

本人謹此聲明：
I declare that:

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 _____

申請人簽署 Signature of Applicant _____

姓名 Name _____
公司印鑑（如申請人為有限公司）Company chop (if the applicant is a limited company)
（簽名式樣及公司印鑑必須與牌照事務處的最後記錄相符）
(Signature and company chop must be the same as last recorded by the OLA)

第 VII(B)部分 由擬承讓人簽署的聲明
SECTION VII(B) Declaration to be signed 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；
the information in this application is true and correct to the best of my knowledge and belief;
- (b) 除了已獲告知得局長書面批准的改動外（如有），現時會址物業的內部間隔與註冊圖則一樣，而且將會維持不變，而會址物業亦不會有任何其他改動，直至該合格證明書下次續期為止；
except the alteration(s) granted with written permission of the Secretary 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 Certificate of Compliance;
- (c) 如有已獲告知得局長書面批准的改動，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，如改動工程未能令局長滿意，局長可取消及暫時吊銷合格證明書，或拒絕將合格證明書續期；
alteration works to the satisfaction of the OLA without unreasonable delay after the transfer application is permitted. I also acknowledge that the Secretary may cancel, suspend or refuse to renew the Certificate of Compliance if the alteration works are not completed to the satisfaction of the Secretary;
- (d) 如申請轉讓獲准，本人將會持續地親自監管上文第 II 部分所述會址的經營、管理及其他管制方面；
the operation, keeping, management and other control of the club-house referred to in Section II above will be under my continuous and personal supervision when application for transfer is permitted;
- (e) 本人知曉，現有合格證明書是附有發證條件的，並且願意遵從該等條款；及
I am aware of the licensing conditions imposed on the existing Certificate of Compliance and that I am willing to comply with such conditions; and
- (f) 本人已參閱第 IX 部分。
Section IX has been read.

警告 WARNING

根據香港法例第 376 章《會社（房產安全）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 Clubs (Safety or Premises) Ordinance (Cap. 376).

日期 Date _____

擬承讓人簽署 Signature of proposed transferee _____

姓名 Name _____
在公司所擔任的職位
Position held in the company _____
如擬承讓人為有限公司：須由董事代表有限公司簽署並蓋公司印鑑
For proposed transferee which is a limited company: a director of the proposed transferee must sign for and on behalf of the limited company with company chop

第 VIII 部分 **提交申請表前之核對表**
SECTION VIII **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，請附交下列註明的全部所需文件 -
To expedite processing of your application, please attach all the required documents as indicated below -

- 本填妥的申請表正本一份
the original of this completed application form
- 會社商業登記證副本一份
a copy of the business registration certificate of the club
- 會社章程的經核實真確副本
a certified true copy of the constitution of the club
- 會社會員名單的經核實真確副本
a certified true copy of the membership list of the club
- 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 Deed of Mutual Covenant) 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)

如擬承讓人屬個別人士
If the proposed transferee is an individual

- 擬承讓人的香港身份證副本
a copy of the Hong Kong Identity Card of the proposed transferee
- 擬承讓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 proposed transferee as to the consultation 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
- 擬承讓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 proposed transferee 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
- 擬承讓人聲明為真實的陳述，確認會址於所有時間只供會社及其會員使用或訂明會址只供會社及其會員使用的時段
a declared true statement made by the proposed transferee to confirm that the club-house will only be used by the club and its members at all times; or specify the time that the club-house will only be used by the club and its members
- 如擬承讓人並非香港永久性居民，須提交填妥的“同意書”（見附件二）及其旅遊證件副本
if the proposed transferee 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
- 擬承讓人填妥的“個人資料授權書”（見附件三）。
completed “personal data authorisation” at Appendix III by the proposed transferee.

如擬承讓人屬有限公司 / 團體
If the proposed transferee is a limited company/ a body of persons

- 擬承讓人的商業登記證副本
a copy of the business registration certificate of the proposed transferee
- 擬承讓人的《組織章程大綱及章程細則》的經核證真確副本
a certified true copy of the Memorandum and Articles of Association of the proposed transferee
- 擬承讓人聲明為真實的陳述，顯示擬承讓人有權以本條例的目的經營會社業務
a declared true statement made by the proposed transferee showing that the proposed transferee has power to carry on any club business for the purpose of the Ordinance
- 擬承讓人董事局通過的書面決議的經核實真確副本，顯示一名獲授權人士的資料，而此“獲授權人士”已被擬承讓人委任並獲授權替擬承讓人持續親自督導下經營、開設、管理及其他方式控制會社（包括會址）
a certified true copy of the resolution in writing by the Board of Directors of the proposed transferee showing the details of the person (“the authorised person”) who has been authorised by the proposed transferee 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)

- 該名獲授權人士所簽署的接納授權通知書
Notice of Acceptance of the Authorisation made by the authorised person

- 擬承讓人董事局通過的書面決議，批准會社的章程的經核實真確副本。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
a certified true copy of the resolution in writing by the Board of Directors of the proposed transferee 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

- 擬承讓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 proposed transferee or the authorised 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

- 擬承讓人或獲授權人士聲明為真實的陳述，確認會址於所有時間只供會社及其會員使用或訂明會址只供會社及其會員使用的時段
a declared true statement made by the proposed transferee or the authorised person to confirm that the club-house will only be used by the club and its members at all times; or specify the time that the club-house will only be used by the club and its members

- 提交給公司註冊處的文件，顯示公司的全部董事
documents filed with the Companies Registry showing directorship of the company

- 如獲授權人士並非香港永久性居民，須提交填妥的“同意書”（見附件二）及其旅遊證件副本
if the authorised person 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

- 獲授權人士填妥的“個人資料授權書”（見附件三）。
completed “personal data authorisation” at Appendix III by the authorised person.

重要注意事項
Important Note

根據香港法例第 376 章《會社（房產安全）條例》第 12(2)條，局長可決定批准或拒絕合格證明書的轉讓。因此，申請人須以局長指定的表格及方式提出申請，並提出令局長滿意的理由。

Under section 12(2) of the Clubs (Safety of Premises) Ordinance (Cap. 376), the Secretary has a discretionary power to determine whether or not to permit a transfer application. In this connection, the applicant has to submit an application in such form and manner as determined by the Secretary and there should be a cause shown to the Secretary's satisfaction.

- (a) 個別人士指自然人。
Individual(s) means natural person(s).
- (b) 申請人必須把所有在第 VIII 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 VIII to the OLA 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
- (c) 合格證明書的轉讓申請，應由有關合格證明書現時的持有人提出。倘合格證明書持有人未能提交轉讓申請，則擬承讓人須就有關會社重新申請牌照。
Application for transfer of a Certificate of Compliance should be submitted by the current Certificate of Compliance holder. If it is not possible for the Certificate of Compliance holder to apply for the transfer, the proposed transferee will have to make fresh application for a Certificate of Compliance in respect of the club.
- (d) 倘遺失合格證明書，則合格證明書持有人應：
If the Certificate of Compliance is lost, the Certificate of Compliance 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合格證明書的認證副本，然後才申請轉讓。否則，擬承讓人須就有關會社重新申請合格證明書。
apply to the OLA for a certified true copy of the Certificate of Compliance before applying for transfer. Otherwise, the proposed transferee will have to make fresh application for a Certificate of Compliance in respect of the club concerned.
- (e) 合格證明書持有人及擬承讓人應留意合格證明書的有效期限屆滿日期。如欲續領合格證明書，應根據《會社（房產安全）條例》第 376 章第 9 條的規定，提交續期申請。請特別注意，如根據條例第 9(1)及 9(2)條的規定，在合格證明書期滿三個月以前遞交續期申請，有關的合格證明書會根據條例第 9(5)條的規定，在期滿後繼續有效。
The Certificate of Compliance holder and the proposed transferee should note the expiry date of the Certificate of Compliance. If renewal of the Certificate of Compliance is intended, a renewal application should be submitted in accordance with section 9 of the Clubs (Safety of Premises) Ordinance (Cap.376), particularly making an application not less than three months before the expiration of the Certificate of Compliance under section 9(1) and 9(2) as the Certificate of Compliance will remain in effect under section 9(5) after its expiry.
- (f) 倘合格證明書將於一個月內期滿，則合格證明書持有人應先續領合格證明書，然後才申請轉讓。
If the Certificate of Compliance will expire within one month, the Certificate of Compliance holder should renew the Certificate of Compliance before applying for transfer of the Certificate of Compliance.
- (g) 合格證明書的轉讓須按次收費。
A fee will be charged for each transfer of the Certificate of Compliance.
- (h) 如會址在轉讓合格證明書後，改變曾申報的主要活動及／或輔助活動及／或在會址附有的設備，合格證明書持有人須立即提交附件一「在會址提供的主要活動、輔助活動及設備更改通知」予牌照事務處。
If there is a change of declared predominant activity(ies) and/or ancillary activity(ies) and/or facilities in the clubhouse after transferring the Certificate of Compliance, the Certificate of Compliance holder shall notify the OLA immediately by submitting the Appendix I "Notification of Change of Predominant activity & Ancillary activity offered and Facilities in the Club-house".
- (i) 根據《電子交易條例》，牌照事務處現接受電子形式的合格證明書轉讓申請。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 Certificate of Compliance in electronic form are now accepted by the OLA. For details, please visit the Home Affairs Department homepage - www.had.gov.hk
- (j) 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 : hadlaeng@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

在會址提供的主要活動、輔助活動及設備更改通知 Notification of Change of Predominant activity & Ancillary activity offered and Facilities in the Club-house

合格證明書號碼 Certificate of Compliance Number : _____

會社名稱 Name of Club : _____

會址地址 Address of Club-house : _____

申請人或公司名稱 Applicant/Company Name : _____

(一) 在會址提供的主要活動及輔助活動為 (請在適當的方格內加上「✓」號)
What is/are the predominant activity(ies) and ancillary activity(ies) offered in the club-house? (Please tick one or more as appropriate)

	主要活動 Predominant Activities	輔助活動 Ancillary Activities		主要活動 Predominant Activities	輔助活動 Ancillary Activities
(i) 膳食 Eating	<input type="checkbox"/>	<input type="checkbox"/>	(ii) 飲品 Drinking <i>會否供應酒類飲品 Is liquor supplied : 會 Yes / 否 No *</i>	<input type="checkbox"/>	<input type="checkbox"/>
(iii) 麻雀耍樂 Mahjong	<input type="checkbox"/>	<input type="checkbox"/>	(iv) 卡拉 OK Karaoke	<input type="checkbox"/>	<input type="checkbox"/>
(v) 教育 Education	<input type="checkbox"/>	<input type="checkbox"/>	(vi) 集會場所 Place of assembly	<input type="checkbox"/>	<input type="checkbox"/>
(vii) 宗教 Religion	<input type="checkbox"/>	<input type="checkbox"/>	(viii) 美容服務 Beauty Services	<input type="checkbox"/>	<input type="checkbox"/>
(ix) 跳舞 Dancing	<input type="checkbox"/>	<input type="checkbox"/>	(x) 健身 / 運動 Fitness / Sports	<input type="checkbox"/>	<input type="checkbox"/>
(xi) 飛鏢 Darting	<input type="checkbox"/>	<input type="checkbox"/>	(xii) 蒸氣浴 / 按摩 Sauna / Massage	<input type="checkbox"/>	<input type="checkbox"/>
(xiii) 桌球 Snooker	<input type="checkbox"/>	<input type="checkbox"/>	(xiv) 互聯網服務 Internet services	<input type="checkbox"/>	<input type="checkbox"/>
(xv) 零售 Retail	<input type="checkbox"/>	<input type="checkbox"/>	(xvi) 貿易 / 商業協會 Trade / Business association	<input type="checkbox"/>	<input type="checkbox"/>
(xvii) 游泳 Swimming	<input type="checkbox"/>	<input type="checkbox"/>			
(xviii) 其他 Others	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

(二) 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 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 |

備註：在展開任何改動、加建、翻新或粉飾工程前，必須事先取民政及青年事務局局長的正式書面同意。持證人須完成工程並達到民政及青年事務局局長滿意的程度，以及於完工後 14 天內提交完工報告和報告內訂明的文件。

Note: Prior to commencing any alteration, addition, renovation or redecoration, the formal written agreement of the Secretary for Home and Youth Affairs must be obtained. The Certificate holder shall complete the works to the satisfaction of the Secretary for Home and Youth Affairs and within 14 days of completion of the works, submit the Report of Completion together with the required documents as specified therein.

日期 Date : _____

簽署 Signature : _____

姓名 Name : _____

(持證人或獲授權人士姓名 Name of certificate holder or authorised person)

公司印鑑 (如適用) :

Company chop (if applicable) :

(簽名樣式必須與本處的記錄相符)
(Signature must be the same as that in our record)

*請刪去不適用者
*Delete as appropriate



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）申請轉讓合格證明書一事，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
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 my application for transfer of a Certificate of Compliance 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: _____

*請刪去不適用者

*Delete as appropriate

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