

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	*香港 九龍 新界	*HK Kln NT
門牌號數及街道名稱/屋□ Number and Name of Street/Estate			地區 District		

第 III(D)部分 申請人如為有限公司/團體，請填報獲委任為會社的獲授權人士資料
SECTION III(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。獲授權人士須填妥及提交在附件三的“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，須同時填妥及提交在附件二的“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 IV 部分 定罪紀錄聲明
SECTION IV Declaration of conviction records

- (i) 申請人或獲授權人士（如申請人為團體）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？
 Has applicant or authorised person (if applicant is a body of persons) been convicted of an offence under the Ordinance committed in the 3 years preceding the date of the application?

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

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

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

- (ii) 申請人或獲授權人士（如申請人為團體）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？
 Has applicant or authorised person (if applicant 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?

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

*請刪去不適用者
 *Delete as appropriate

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)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 Authority will consider the application in accordance with the Ordinance on a case by case basis. The applicant and the authorised person as listed in Section III(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.

SECTION V Documentary Proof of Realistic Prospect of Control over the Premises with Certificate of the Certificate Holder

持證人必須持續親自監督有關處所的經營、開設、管理及其他方式的控制，並提供文件證明（註）在證明書有效期內擁有實際的機會控制有關獲發合格證明書物業。

The operation, keeping, management and other control of concerned premises must be under the continuous and personal supervision of the Certificate holder. The Certificate holder must provide a documentary proof (Note) showing that the Certificate holder has a realistic prospect of control over the premises with Certificate throughout the validity period of the Certificate.

請選擇以下其中一個選項：

Please choose one of the options below:

- 本人現隨申請表提交相關證明，*有效期至____/____/____ 或 沒有限期。
日 月 年

The documentary proof is submitted together with this application form, *with valid date until ____/____/____ OR without expiry date.
DD MM YYYY

本人曾提交上述相關證明，

I have previously submitted the documentary proof,

- 該文件仍然有效，*有效期至____/____/____ 或 沒有限期。
日 月 年

the proof **REMAINS VALID** *with validity date until ____/____/____ OR without expiry date.
DD MM YYYY

- 該文件已經失效或將於申請表遞交日期起計一個月內失效，本人現隨申請表重新提交上述相關證明，*有效期至____/____/____ 或 沒有限期。
日 月 年

the proof has become invalid, or will become invalid on or before one month from the submission date of this form. The **UPDATED** documentary proof is submitted together with this application form, *with valid date until ____/____/____ OR without expiry date.
DD MM YYYY

第 VI 部分 申請人聲明
SECTION VI Declaration by applicant

本人謹此聲明—
I declare that:—

- (a) 本人在本表格內所填報的資料，據本人所知及所信，均屬真確無訛；
the information given by me in this application is true and correct to the best of my knowledge and belief.
- (b) 上文第 II 部分所述會社，其經營、開設、管理及其他方式控制均由本人持續地親自監管。
the operation, keeping, management and other control of the club-house referred to in Section II above is under my continuous and personal supervision.

日期 Date _____

簽署 Signature _____

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)

警告：

WARNING:

任何人知道或理應知道陳述（不論是口頭陳述或書面陳述）或資料在要項上失實，仍在本申請表格或與這申請有關連的情況下，作出或提交該等在要項上失實的陳述或資料，根據會社（房產安全）條例，即屬犯罪。提供該等失實的資料亦可能對上述申請和任何現有的證明書造成不利的影響。

Any person who in or in connection with this application makes any statement or furnishes information, whether such statement be oral or written, which is false in any material particular and which he knows or reasonably ought to know is false in such particular shall be guilty of an offence under the Clubs (Safety of Premises) Ordinance. The supply of such false information may also prejudice the application and any existing Certificate.

備註（續期申請）

註 有關證明文件的例子，請參閱牌照事務處於 2022 年 11 月 4 日發出的信件（第 3 段）。

([https://www.hadla.gov.hk/filemanager/tc/docs/Circular%20letter%20\(CHI\)%20\(4.11.2022\)%20w%20letter%20head.pdf](https://www.hadla.gov.hk/filemanager/tc/docs/Circular%20letter%20(CHI)%20(4.11.2022)%20w%20letter%20head.pdf))

Note For examples for relevant documentary proof, please refer to the letter issued by the OLA on 4 November 2022 (Paragraph 3).

([https://www.hadla.gov.hk/filemanager/en/docs/Circular%20letter%20\(ENG\)%20\(4.11.2022\)%20w%20letter%20head.pdf](https://www.hadla.gov.hk/filemanager/en/docs/Circular%20letter%20(ENG)%20(4.11.2022)%20w%20letter%20head.pdf))

Note (Renewal Application)

(a) 在續牌申請時，你須呈交以下證書：

You are required to submit the following certificates for renewal application:

- (1) 呈交由註冊消防承辦商所簽發的有效消防裝置及設備證書(FS251)副本一份以證明處所內所有的消防裝置及設備（包括樓宇）處於有效的操作狀態。
To submit a copy of valid Certificate of Fire Service Installations and Equipment (FS251) issued by a registered fire service contractor who certified that **all** fire services installations and equipment in the premises (**including Buildings' FSI**) are in efficient working order.
- (2) 呈交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、度假營，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。To submit a copy of valid "Work Completion Certificate-Form WR1" or "Periodic Test Certificate-Form WR2" issued by a registered electrical worker (REW) who certified that the Fixed Electrical Installation complies with the Electrical Ordinance and is in safe working order in 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 year; or
 - (ii) if a low voltage fixed electrical installation located in the premises that is used for sleeping accommodation such as the type of hotel, guesthouse, holiday flat and holiday camp shall have the installation inspected, tested and certified at least once every 5 year.
- (3) 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承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。
To submit a copy of valid annual ventilation maintenance certificate issued by a registered ventilation contractor who certified that all dampers / filters / precipitator 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.
- (4) 呈交申請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）。
To submit 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 Deed of Mutual Covenant) 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).

(b) 如申請人屬個別人士，須呈交以下文件：

If the applicant is an individual, please submit the following documents:

- (1) 身份證副本
a copy of the Hong Kong Identity Card of the applicant
- (2) 申請人身份證副本，如他 / 她並非香港永久性居民，則須另外提交填妥的“同意書”（見附件二）及其旅遊證件副本
A copy of the identity card of the applicant (if the applicant is an individual). If the applicant is not a permanent resident of Hong Kong, he / she should complete and submit the "consent form" at Appendix II and a copy of his / her travel document.
- (3) 申請人填妥的“個人資料授權書”（見附件三）。
completed "personal data authorisation" at Appendix III by applicant.

(c) 如申請人屬有限公司，須呈交以下文件：

If the applicant is a limited company, please submit the following documents:

- (1) 申請人的商業登記證副本
A copy of business registration certificate of the applicant
- (2) 獲授權人士的身份證副本。如他 / 她並非香港永久性居民，則須另外提交填妥的“同意書”（見附件二）及其旅遊證件副本
Copy of the identity card of the related person (see Note (g)) and the authorised person. If the authorised person is not a permanent resident of Hong Kong, he / she should complete and submit the "consent form" at Appendix II and a copy of his / her travel document
- (3) 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

(d) 申請人必須把本填妥的申請表正本連同副本一份，送交牌照事務處，地址為：

Applicants should forward the original and one copy of this completed application form 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

(e) 如會社獲發合格證明書後，改變主要活動及／或輔助活動及／或在會址附有的設備，申請人／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」以通知牌照事務處。

If there is a change of predominant activity(ies) and/or ancillary activity(ies) and/or facilities in the clubhouse after being granted CoC, the applicant / CoC 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".

- (f) 個別人士指自然人。
Individual(s) means natural person(s).
- (g) 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續期申請。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 renewal 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
- (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.
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	<input type="checkbox"/>	<input type="checkbox"/>
			會否供應酒類飲品 Is liquor supplied : 會 Yes / 否 No *		
(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"/>

(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)

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）申請合格證明書續期及 / 或獲委任為會社的獲授權人士一事，本人現同意香港特別行政區入境事務處向民政事務總署披露本人在香港的逗留條件資料。

簽署：

姓名：

香港身份證號碼/護照號碼
[祇供非持有香港身份證人士]*：

日期：

TO WHOM IT MAY CONCERN

I, the undersigned, hereby give consent to the Immigration Department of the Hong Kong Special Administrative Region to release information on my condition of stay in Hong Kong to the Home Affairs Department in relation to my application for renewal of a Certificate of Compliance and/or my being appointed as authorised person of the club under the Clubs (Safety of Premises) Ordinance (Cap.376).

Signature:

Name:

Hong Kong Identity Card No./

Passport No. [For non-Hong

Kong Identity Card Holder]*:

Date:

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