



民政事務總署  
牌照事務處  
床位寓所條例  
轉讓牌照申請表  
**HOME AFFAIRS DEPARTMENT  
OFFICE OF THE LICENSING AUTHORITY  
BEDSPACE APARTMENTS ORDINANCE  
APPLICATION FOR TRANSFER OF A LICENCE**

向本處提交本表格前，請參閱第 5 頁及第 6 頁的備註  
Please read the note on pages 5 and 6 before submission

**注意：** 床位寓所牌照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，而絕不會因獲簽發牌照而可獲得豁免或得到補償。

申請人如根據第 447 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:** The issue of a bedspace apartment licence does not in any way exempt or indemnify the holder of the licence 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 licence to be issued under Cap. 447, 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**                      *床位寓所詳情*  
**SECTION I**                      *Particulars of bedspace apartment*

現有牌照號碼                        
Existing Licence Number

(a) 床位寓所名稱(英文) Name of bedspace apartment in English

(b) 床位寓所名稱(中文) Name of bedspace apartment in Chinese

(c) 床位寓所地址                      Address of bedspace apartment  
                    
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

**請填寫第 II(A)或第 II(B)部分  
COMPLETE EITHER II(A) OR II(B)**

**第 II(A)部分**                      *現時牌照持有人如以個別人士名義提出申請，請填報以下資料（請參閱備註(a)項）*  
**SECTION II(A)**                      *Particulars to be completed by the current holder of Licence if the current holder is an individual (see Note (a))*

(a) 現時持有人的英文全名                      Full name of current holder 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) 現時持有人的中文全名及電碼                      Full name of current holder in Chinese characters and code

(c) 現時持有人在床位寓所的職位                      Position held by current holder in bedspace apartment

(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/屋邨 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)

傳呼機/流動電話號碼 Pager/Mobile Phone No. \_\_\_\_\_

電子郵件地址 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 Office of the Licensing Authority may send notifications in short messages or email regarding the Ordinance or related issues. If you do not want to receive these messages, please tick the adjacent box.

(g) 通訊地址 (如與以上(e)項不同) Correspondence Address (if different from (e) 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 II(B)部分 現時牌照持有人如以有限公司名義提出申請，請填報以下資料**  
**SECTION II(B) Particulars to be completed by the current holder of the Licence if the current holder is an incorporated 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) 商業登記號碼 Business Registration 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/屋邨 Number and Name of Street/Estate			地區 District

\*香港 \*HK  
九龍 Kln  
新界 NT

(e) 公司負責人姓名 (先生/小姐/夫人/女士) \*

Name of Responsible Person of Company (Mr./Miss/Mrs./Ms.)\* \_\_\_\_\_

(f) 在公司的職位 Position held in the Company \_\_\_\_\_

(g) 電話號碼 Telephone No. \_\_\_\_\_ 傳真機號碼 Fax No. \_\_\_\_\_

傳呼機/流動電話號碼 Pager/Mobile Phone No. \_\_\_\_\_

電子郵件地址 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 Office of the Licensing Authority may send notifications in short messages or email regarding the Ordinance or related issues. If you do not want to receive these messages, please tick the adjacent box.

(h) 通訊地址 (如與以上(d)項不同) Correspondence Address (if different from (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

請填寫第 III(A)或第 III(B)部分  
COMPLETE EITHER III(A) OR III(B)

第 III(A)部分 擬承讓人如以個別人士名義承讓，請填報以下資料  
SECTION III(A) Particulars of proposed transferee if proposed transferee is an individual

(a) 擬承讓人的英文全名 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及電碼 Full name of proposed transferee in Chinese Characters and code

\_\_\_\_\_

(c) 擬承讓人在床位寓所的職位 Position held by proposed transferee in bedspace apartment

\_\_\_\_\_

(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/屋邨 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)

電子郵件地址 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 Office of the Licensing Authority may send notifications in short messages 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 擬承讓人如以有限公司名義承讓，請填報以下資料  
SECTION III(B) Particulars of proposed transferee if proposed transferee is an incorporated 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) 商業登記號碼 Business Registration 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/屋邨 Number and Name of Street/Estate	地區 District

\*香港 \*HK  
九龍 Kln  
新界 NT

(e) 公司負責人姓名(先生/小姐/夫人/女士)\*

Name of Responsible Person of Company (Mr./Miss/Mrs./Ms.)\* \_\_\_\_\_

(f) 在公司的職位 Position held in the Company \_\_\_\_\_

(g) 電話號碼 Telephone No. \_\_\_\_\_

電子郵件地址 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 Office of the Licensing Authority may send notifications in short messages or email regarding the Ordinance or related issues. If you do not want to receive these messages, please tick the adjacent box.

**第 IV 部分 SECTION IV**      **擬承讓人的通訊地址 (如與以上 III(A)(e)或 III(B)(d)項不同)**  
**Proposed transferee'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/屋邨 Number and name of Street/Estate			地區 District		

\*香港  
九龍  
新界      \*HK  
Kln  
NT

**第 V 部分 SECTION V**      **牌照轉讓的床位寓所擁有權**  
**Ownership of bedspace apartment on transfer of Licence**

(a) 床位寓所擁有權詳情(例如：獨資經營/合股經營/有限公司等等)  
 Details of Ownership of bedspace apartment (e.g. proprietorship/partnership/incorporation etc.)

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(b) 床位寓所東主姓名及身分證號碼/商業登記號碼  
 Name and Identity Card Number/Business Registration Number of bedspace apartment owner(s)  
 (如東主屬個別人士，請填報以下資料)  
 (For completion if owner is an individual)

(i) 

Mr	Mrs	Miss	Ms
先生	夫人	小姐	女士

 \* (英文)

(      中文 in Chinese      )

姓氏先行，名字隨後 Surname first, then other names

香港身分證號碼      HK Identity Card Number



(ii) 

Mr	Mrs	Miss	Ms
先生	夫人	小姐	女士

 \* (英文)

(      中文 in Chinese      )

姓氏先行，名字隨後 Surname first, then other names

香港身分證號碼      HK Identity Card Number



(iii) 

Mr	Mrs	Miss	Ms
先生	夫人	小姐	女士

 \* (英文)

(      中文 in Chinese      )

姓氏先行，名字隨後 Surname first, then other names

香港身分證號碼      HK Identity Card Number



(iv) 

Mr	Mrs	Miss	Ms
先生	夫人	小姐	女士

 \* (英文)

(      中文 in Chinese      )

姓氏先行，名字隨後 Surname first, then other names

香港身分證號碼      HK Identity Card Number



(如東主屬有限公司，請填報以下資料)  
 (For completion if owner is a corporated body)

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



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

(e) 商業登記號碼      Business Registration Number

**第 VI(A)部分**      *由現時牌照持有人簽署的聲明*  
**SECTION VI(A)**    *Declaration to be signed by the current holder of Licence*

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 current holder \_\_\_\_\_  
公司印鑑（如適用） Company Chop (if applicable)

**第 VI(B)部分**      *由擬承讓人簽署的聲明*  
**SECTION VI(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) 現時床位寓所物業的內部設計與現有牌照發出時一樣，而且將會維持不變；  
the internal layout of the premises is and will remain the same as at the time of issue of the existing Licence;
- (c) 在牌照下次續期前，有關床位寓所物業不會有任何其他違例改動；  
there will be no other unauthorised alterations to the premises before the next renewal of Licence;
- (d) 申請轉讓獲准後，本人將會持續親自監管上文第 I 部分所述床位寓所的經營、管理及其他管制方面。  
the operation, keeping, management and other control of the bedspace apartment referred to in Section I above will be under my continuous and personal supervision after the application for transfer is permitted.

日期 Date \_\_\_\_\_

擬承讓人簽署 Signature of proposed transferee \_\_\_\_\_  
公司印鑑（如適用） Company Chop (if applicable)

備註： (a) 個別人士指自然人。  
Note: Individual(s) means natural person(s).

- (b) 現時牌照持有人須將下述文件送交牌照事務處，地址為：  
Current holders of Licence should forward the following documents to the Office of the Licensing Authority at:

香港太古城太古灣道十四號十樓

10<sup>th</sup> Floor, 14 Taikoo Wan Road,  
Taikoo Shing, Hong Kong

- (1) 本申請表的正本一份；  
the original of this application form;
- (2) 如擬承讓人屬個別人士，則須提交其身分證影印本；如擬承讓人屬有限公司，則須提交其商業登記證影印本；  
photocopy of the identity card of the proposed transferee (if the proposed transferee is an individual) or business registration certificate of the proposed transferee (if the proposed transferee is an incorporated company);
- (3) 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）；及  
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); and
- (4) 床位寓所商業登記證影印本一份。  
a copy of the business registration certificate of the bedspace apartment.

警告：

**WARNING:**

任何人在提出的申請中，或在與該等申請有關連的情況下，作出在要項上屬虛假的口頭陳述或書面陳述或提交在要項上屬虛假的資料，而他是知道或理應知道該等陳述或資料是在該要項上屬虛假的，根據床位寓所條例，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 shall be guilty of an offence under the Bedspace Apartments Ordinance.

- (c) 根據《電子交易條例》，本署現接受電子形式的牌照申請。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)

根據床位寓所條例申請轉讓牌照須知  
IMPORTANT NOTES ON APPLICATION FOR  
TRANSFER OF A LICENCE UNDER  
THE BEDSPACE APARTMENT ORDINANCE

1. 有關牌照的轉讓申請，必須由牌照的現時持有人提出。如牌照的持有人無法提出申請，則擬承讓人須就有關床位寓所提交一份新的牌照申請。  
Application for transfer of a Licence should be initiated by the current holder of Licence. If it is not possible for the Licence holder to apply for the transfer, the proposed transferee has to make fresh application for a Licence in respect of the bedspace apartment concerned.
2. 牌照如有遺失，牌照的持有人必須：  
If the Licence is lost, the Licence holder should:
  - (i) 向警方報失；及  
report the loss to the police; and
  - (ii) 向牌照事務處申領該牌照的認證副本，然後才申請轉讓。否則擬承讓人將須就有關床位寓所提交一份新的牌照申請。  
apply to the Office of the Licensing Authority 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 bedspace apartment concerned.
3. 擬承讓人應留意牌照的有效期。如牌照已到期應予續期，只有現時的持有人才可提出申請。  
The proposed transferee should note the expiry date of the Licence. If the Licence is due for renewal, only a current holder may renew.
4. 有關牌照於轉讓後，擬承讓人必須遵行牌照的前任持有人（即轉讓人）（如有任何）就有關床位寓所為領取牌照所遵守的同一套發牌條件。  
Upon transfer of the Licence, the proposed transferee has to comply with the same set of licensing conditions imposed on the previous Licence holder (i.e. the transferor), if any, in respect of the bedspace apartment concerned in order to obtain a licence.
5. 每項轉讓牌照均須收費。  
A fee will be charged for each transfer of the Licence.
6. 擬承讓人如有任何疑問，應向牌照事務監督查詢。  
The proposed transferee should consult the Licensing Authority if in doubt.

個人資料  
Personal Data

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《床位寓所條例》（第 447 章）。  
Personal data provided in this form will be used by the Home Affairs Department for the purposes of implementing the Bedspace Apartments Ordinance (Cap.447).

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（牌照事務處） 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