



民政事務總署  
牌照事務處  
床位寓所條例  
牌照續期申請表  
HOME AFFAIRS DEPARTMENT  
OFFICE OF THE LICENSING AUTHORITY  
BEDSPACE APARTMENTS ORDINANCE  
APPLICATION FOR RENEWAL OF A LICENCE

向本處提交本表格前，請參閱第 5 頁的備註  
Please read the note on page 5 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

(d) 床位數目                    Number of bedspaces                   

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

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

**第 II(A)部分**                    *申請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 applicant if the applicant is an individual (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) 申請人的中文全名及電碼                    Full name of applicant in Chinese characters and code

(c) 申請人在床位寓所的職位 Position held by applicant 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 SECTION II(B)** 申請人如以有限公司名義提出申請，請填報以下資料  
Particulars to be completed by the applicant if applicant 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

第 III 部分  
SECTION III

床位寓所擁有權  
Ownership of bedspace apartment

- (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.)

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

- (i) 

Mr	Mrs	Miss	Ms
先生	夫人	小姐	女士

 \* (英文)  
\_\_\_\_\_  
姓氏先行，名字隨後 Surname first, then other names ( 中文 in Chinese )

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)  
\_\_\_\_\_  
姓氏先行，名字隨後 Surname first, then other names ( 中文 in Chinese )

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)  
\_\_\_\_\_  
姓氏先行，名字隨後 Surname first, then other names ( 中文 in Chinese )

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)  
\_\_\_\_\_  
姓氏先行，名字隨後 Surname first, then other names ( 中文 in Chinese )

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)

- (i) 公司名稱(英文) Name of Company (in English)  
\_\_\_\_\_

- (ii) 公司名稱(中文) Name of Company (in Chinese)

- (iii) 商業登記號碼 Business Registration Number  
\_\_\_\_\_

第 IV 部分  
SECTION IV

持牌人擁有實際的機會控制有關獲發牌照物業的證明文件  
Documentary Proof of Realistic Prospect of Control over the Licensed Premises of the Licensee

持牌人必須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，並提供文件證明(註)在牌照有效期內擁有實際的機會控制有關獲發牌照物業。

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

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 V 部分  
SECTION V

申請人聲明  
Declaration by applicant

本人謹此聲明：

I declare that:

- (a) 本人在本表格內所填報的資料，據本人所知及所信，均屬真確無訛；  
the information in this application is true and correct to the best of my knowledge and belief;
- (b) 上文第 I 部分所述床位寓所，其經營、管理及其他管制方面均由本人持續地親自監管。  
the operation, keeping, management and other control of the bedspace apartment referred to in Section I 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)

\*請刪去不適用者 \*Delete as appropriate

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 Office of the Licensing Authority 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))

備註：  
Note:

- (a) 個別人士指自然人。  
Individual(s) means natural person(s).
- (b) 申請人須將下述文件送交牌照事務處，地址為：  
Applicant 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) 本申請表的正本連同副本一份；  
the original and one copy of this application form;
- (2) 如申請人屬個別人士，則須提交其身分證影印本；如申請人屬有限公司，則須提交其商業登記證影印本；及  
photocopy of the identity card of the applicant (if the applicant is an individual) or business registration certificate of the applicant (if the applicant is an incorporated company); and
- (3) 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）。

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).

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).

**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

完  
END