



民政事務總署

牌照事務處

卡拉 OK 場所條例 (第 573 章)

許可證 / 臨時許可證 / 牌照 / 臨時牌照轉讓申請表

HOME AFFAIRS DEPARTMENT

OFFICE OF THE LICENSING AUTHORITY

KARAOKE ESTABLISHMENTS ORDINANCE (CAP. 573)



APPLICATION FOR TRANSFER OF PERMIT / PROVISIONAL PERMIT / LICENCE / PROVISIONAL LICENCE

注意：卡拉 OK 場所持證人/持牌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，而絕不會因獲簽發許可證/牌照而可獲得豁免或得到補償。

申請人如根據第 573 章獲發許可證/牌照，須確保持證/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 karaoke establishment permit/licence does not in any way exempt or indemnify the holder of the permit/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 permit/licence to be issued under Cap. 573, the applicant shall ensure that no act or activity on the premises with permit/licence 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 1 部分
PART 1

轉讓項目：
Transfer of:

☐

許可證
Permit

☐

牌照
Licence

☐

臨時許可證
Provisional permit

☐

臨時牌照
Provisional licence

現有許可證/牌照號碼：

Existing Permit/Licence Number:

請參閱第 9 頁的申請轉讓須知。

Please read the Important Notes on Application for Transfer at page 9.

(a) 請填寫現有許可證 / 牌照所剩餘的有效期：

Please state the remaining validity period of the existing permit/licence: _____ 個月。

(b) 現有許可證 / 牌照是否附加有特別條件？

Have there been any special condition imposed on the existing permit/licence? *

是 Yes 否 No

(c) 如現有許可證 / 牌照附加有特別條件，請說明有多少項：

If yes, please state how many special conditions have been imposed: _____

(d) 如是許可證/臨時許可證，請填寫有關的酒店/旅館/會址* 的牌照/合格證明書* 編號：

For permit/provisional permit, please provide the respective hotel/guesthouse/club-house* licence/certificate of compliance* no.: _____

(e) 是否一同轉讓有關的酒店/旅館/會址* 的牌照/合格證明書*？

Is the respective hotel/guesthouse/club-house* licence/certificate of compliance* being transferred at the same time? *

是 Yes 否 No

(若是，請同時遞交有關的轉讓申請表。)

(If yes, please submit the relevant transfer application form at the same time.)

第 2 部分
PART 2

卡拉 OK 場所詳情

Particulars of karaoke establishment

(a) 卡拉 OK 場所英文名稱 Name of karaoke establishment in English

(b) 卡拉 OK 場所中文名稱 Name of karaoke establishment in Chinese

(c) 卡拉 OK 場所地址 Address of karaoke establishment

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

*香港/九龍/新界 *HK/ Kln/ NT

地區 District

(d) 卡拉 OK 場所電話號碼

Telephone no. of karaoke establishment

傳真機號碼

Fax no.

電子郵件地址

E-mail address

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

*請刪去不適用者

*Delete where inapplicable

HAD 184 (Revised 12/2023)

請在適當的方格內加「✓」號

「✓」 at the appropriate box

[請交副本]

[Provide copy]

續下頁 ...

To be continued ...

現有持證人/持牌人的資料 Particulars of the existing grantee/licensee

如現有持證人/持牌人是

- (a) 個別人士，請填寫第 3(A)部分；或
(b) 法人團體(即有限公司)，請填寫第 3(B)及 3(D)部分；或
(c) 合夥，請填寫第 3(C)及 3(D)部分。

If the existing grantee/licensee is

- (a) an individual, please complete Part 3(A); or
(b) a body corporate, please complete Part 3(B) & 3(D); or
(c) a partnership, please complete Part 3(C) & 3(D).

**第 3(A)部分
PART 3(A)****個別人士
Individual**

- (a) 現有持證人/持牌人的英文全名 Full name of existing grantee/licensee in English

* 先生/夫人/小姐/女士

* Mr./Mrs./Miss/Ms

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

- (b) 現有持證人/持牌人的中文全名(如適用) Full name of existing grantee/licensee in Chinese (if applicable)

- (c) 證件號碼 Identity document number

證件類別 Document type

* 香港身分證 / 護照 / 其他：

* HK ID Card/ Passport/ Others :

- (d) 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

*香港/九龍/新界 *HK/ Kln/ NT

地區 District

- (e) 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.



請往第 3(D) 部分 Please go to Part 3(D) →

**第 3(B)部分
PART 3(B)****法人團體(即有限公司)
Body corporate**

- (a) 公司英文名稱 Name of body corporate in English

- (b) 公司中文名稱(如適用) Name of body corporate in Chinese (if applicable)

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

公司註冊證號碼 Certificate of Incorporation number

- (d) 公司註冊地址 Body corporate registered 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

*香港/九龍/新界 *HK/ Kln/ NT

地區 District

- (e) 公司電話號碼 Tel. no. of body corporate 公司傳真機號碼 Fax no. of body corporate

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.



請往第 3(D) 部分 Please go to Part 3(D) →

第 3(D) 部分 PART 3(D)	現有持證人/持牌人 申請出讓聲明 <i>Declaration by the existing</i> <i>grantee/licensee as the transfer</i> <i>applicant</i>	凡個人申請，該申請人必須簽署此部份。凡申請人是法人團體(即有限公司)，必須由一位董事代表法人團體簽署；如屬合夥，所有合夥人均須簽署並加全名。 If the applicant is an individual, the applicant must sign this part. If the applicant is a body corporate, a director must sign for and on behalf of the corporation; for partnership, all partners must sign with full name printed.
--------------------------------------	---	--

本人(等)謹此聲明
I/We declare that:

若此申請獲得批准，本人(等)同意將本人(等)在上文第 2 部份所述卡拉 OK 場所的許可證 / 牌照* 轉讓予下文第 4 部份所述的擬承讓人。
I/We agree to transfer the permit / licence* of the karaoke establishment mentioned at Part 2 above to the proposed transferee stated at Part 4 below, if this application is approved.

本人(等)在本表格內所填報的資料，據本人(等)所知及所信，均屬真確無訛。
The information given by me(us) in this application is true and correct to the best of my(our) knowledge and belief.

日期 Date _____ 申請人簽署 Signature of applicant _____
(注意：簽名式樣必須與發牌當局的最後記錄相符)
(Please note that the signature must be the same as last recorded by the Office of the Licensing Authority.)

第 3(E) 部分 PART 3(E)	申請轉讓原因 <i>Reason(s) for making the transfer</i>
--------------------------------------	--

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

擬承讓人的資料 Particulars of the proposed transferee

如擬承讓人

- (a) 個別人士，請填寫第 4(A) 部分；或
(b) 法人團體(即有限公司)，請填寫第 4(B) 及 4(D) 部分；或
(c) 合夥，請填寫第 4(C) 及 4(D) 部分。
(請參閱第 8 頁的備註(a)及(b)項。)

If the proposed transferee is

- (a) an individual, please complete Part 4(A); or
(b) a body corporate, please complete Part 4(B) & 4(D); or
(c) a partnership, please complete Part 4(C) & 4(D).
(Please see Notes (a) & (b) at page 8.)

第 4(A) 部分 個別人士
PART 4(A) Individual

- (a) 擬承讓人的英文全名 Full name of proposed transferee in English
* 先生/夫人/小姐/女士 * Mr./Mrs./Miss/Ms
[Grid for name] 姓氏先行，名字隨後 Surname first, then other names
- (b) 擬承讓人的中文全名(如適用) Full name of proposed transferee in Chinese (if applicable)
[Grid for name]
- (c) 擬承讓人在卡拉 OK 場所內的職位 Position held by proposed transferee in karaoke establishment
[Grid for position]
- (d) 證件號碼 Identity document number 證件類別 Document type
[Grid for ID number] * 香港身分證 / 護照 / 其他 : [Grid for ID type] * HK ID Card/ Passport/ Others : [Grid for ID type]
- (e) 住址 Residential address
[Grid for address] 室 Flat/Room 樓 Floor 座 Block 大廈名稱 Name of building
[Grid for address] 門牌號數及街道名稱/屋邨 Number and name of street/estate
[Grid for address] *香港/九龍/新界 *HK/ Kln/ NT
地區 District
- (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.

← [請交副本]
[Provide copy]

請往第 4(F) 部分 Please go to Part 4(F) →

第 4(B) 部分 法人團體(即有限公司)
PART 4(B) Body corporate

- (a) 公司英文名稱 Name of body corporate in English
[Grid for name]
- (b) 公司中文名稱(如適用) Name of body corporate in Chinese (if applicable)
[Grid for name]
- (c) 商業登記證號碼 Business Registration Certificate number 公司註冊證號碼 Certificate of Incorporation number
[Grid for BRC number] [Grid for COI number] ← [請交副本]
[Provide copy]
- (d) 公司註冊地址 Body corporate registered address
[Grid for address] 室 Flat/Room 樓 Floor 座 Block 大廈名稱 Name of building
[Grid for address] 門牌號數及街道名稱/屋邨 Number and name of street/estate
[Grid for address] *香港/九龍/新界 *HK/ Kln/ NT
地區 District
- (e) 公司電話號碼 Tel. no. of body corporate 公司傳真機號碼 Fax no. of body corporate
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.

請往第 4(D) 部分 Please go to Part 4(D) →

第 4(C)部分
PART 4(C)

合夥
Partnership

(a) 合夥英文名稱 (如適用) Name of partnership in English (if applicable)

(b) 合夥中文名稱 (如適用) Name of partnership in Chinese (if applicable)

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

← [請交副本]
[Provide copy]

(d) 合夥營業地點的地址 (如適用) Address of place of business (if applicable)

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			地區 District

(e) 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.

☐

(f) 所有合夥人的資料 (如表格空位不敷應用，請用另紙開列。)

Particulars of all the partners (If space is inadequate, please use separate sheet.)

☐ # 附另紙 () 張
Sheets attached

	合夥人 (一) Partner (1)	合夥人 (二) Partner (2)	合夥人 (三) Partner (3)
稱謂 Title (先生/夫人/小姐/女士) (Mr./Mrs./Miss/Ms)			
英文全名 (姓氏先行) Full name in English (surname first)			
中文全名 (如適用) Full name in Chinese (if applicable)			
香港身分證 / 護照號碼 HK ID Card/ Passport no.			
住址 Residential address			
聯絡電話號碼 Contact telephone no.			

← [請交副本]
[Provide copy]

第 4(D)部分
PART 4(D)

獲授權代表人
Authorised representative

凡擬承讓人是法人團體(即有限公司)或合夥，必須填寫此部份。

If the proposed transferee is a body corporate or partnership, this part must be filled in.

(a) 獲授權代表人的英文全名 Full name of authorised representative in English

* 先生/夫人/小姐/女士
* Mr./Mrs./Miss/Ms

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

(b) 獲授權代表人的中文全名 (如適用)

Full name of authorised representative in Chinese (if applicable)

(c) 香港身分證號碼

HK Identity Card number

← [請交副本]
[Provide copy]

(d) 在卡拉 OK 場所擔任的職位

Position held in the karaoke establishment

(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			地區 District

*香港/九龍/新界 *HK/ Kln/ NT

(f) 電話號碼 Telephone no.

傳真機號碼 Fax no.

(g) 傳呼機/流動電話號碼 Pager/mobile phone no.

**第 4(E)部分
PART 4(E)**

**擬承讓人的授權書
Authorisation by the proposed transferee**

凡擬承讓人是法人團體(即有限公司)或合夥, 必須填寫此部份。
If the proposed transferee is a body corporate or partnership, this part must be filled in.

本人等謹此聲明:
We declare that:

- (a) 根據卡拉 OK 場所條例第 7 條, 本人等作為第 4 部份的擬承讓人, 就第 2 部份的卡拉 OK 場所, 經已授權第 4(D)部份所載的人作為本人等的代表, 以申請轉讓。本人等明白本人等將會確保該獲授權代表人會監管此卡拉 OK 場所的經營、料理、管理或其他控制事宜。
Pursuant to Section 7 of the Karaoke Establishments Ordinance, we, as the proposed transferee mentioned at Part 4, hereby authorise the person as detailed at Part 4(D) above to be our representative to apply for the transfer in respect of the karaoke establishment mentioned at Part 2. We understand that we shall ensure that such representative shall supervise all the operation, keeping, management and other control of the karaoke establishment.
- (b) 日後若該獲授權代表人終止監管此卡拉 OK 場所的經營、料理、管理或其他控制事宜時, 本人等將會:-
In the event that the said authorised representative ceases to supervise all the operation, keeping, management and other control of the karaoke establishment, we shall:-
- (i) 在終止日後的 14 天內以書面通知發牌當局; 及
inform in writing the Licensing Authority within 14 days from the date of cessation; and
- (ii) 在終止日後的一個月內, 或按發牌當局認可的較長日期內, 獲當局根據卡拉 OK 場所條例第 7(4) 條批准以一位人士替代為獲授權代表人。
cause such authorised representative to be replaced by the substitute person pursuant to Section 7(4) of the Karaoke Establishments Ordinance within one month from the date of cessation or such longer time as the Licensing Authority thinks fit.

日期 Date _____ 擬承讓人簽署
Signature(s) of the proposed transferee _____
如屬法人團體: 由董事代表法人團體簽署
For body corporate: a director must sign for and on behalf of the corporation
如屬合夥: 所有合夥人均須簽署並加全名
For partnership: all partners must sign with full name printed.

**第 4(F) 部分
PART 4(F)**

**擬承讓人的通訊地址 [如與以上 4(A)(e)、4(B)(d)或 4(C)(d) 項不同]
Proposed transferee's correspondence address: [if different from 4(A)(e), 4(B)(d) or 4(C)(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 5 部分
PART 5**

**由擬承讓人簽署的聲明
Declaration to be signed by
the proposed transferee**

凡擬承讓人個人申請, 該擬承讓人必須簽署此部份。凡擬承讓人是法人團體(即有限公司)或合夥, 必須由第 4(D)部分的獲授權人代表簽署。[就聲明的(e)項, 請參閱第 7 頁的備註(c)項。]
If the proposed transferee is an individual, the proposed transferee must sign this part. If the proposed transferee is a body corporate or partnership, this part must be signed by the authorised representative as mentioned at Part 4(D) for and on their behalf. [For paragraph (e) in the declaration, please see Note (c) at page 7.]

本人謹此聲明
I declare that:

- (a) 據本人所知上文第 2 部分所述的卡拉 OK 場所並非位於在申請或獲發給《公共衛生及市政條例》(第 132 章)食肆牌照的處所內。
to the best of my knowledge the karaoke establishment as mentioned at Part 2 above is not located in premises applying for or issued with a restaurant licence under the Public Health and Municipal Services Ordinance (Cap. 132).
- (b) 本人並無 / 有* 在香港或其他地方觸犯刑事罪行而被定罪。
I have not / have* been convicted of any criminal offence in Hong Kong or other places.

若有, 請提供詳情:
If yes, please provide details:

(如表格空位不敷應用, 請用另紙開列。)
(If space is inadequate, please use separate sheet.)

☐ # 附另紙 () 張
Sheets attached

日期 Date	地方 Place	犯罪詳情 Conviction details

- (c) 本人並非曾被撤銷卡拉 OK 場所許可證 / 牌照、或申請許可證 / 牌照續期遭拒絕的人的代理人、代表或僱員。
I am not the agent, representative or servant of any person whose karaoke establishment permit or licence has been revoked, or whose application to renew a permit or a licence has been refused.

- (d) 本人會對上文第 2 部分所述的卡拉 OK 場所的經營、料理、管理及控制作出充份監管，或會確保該場所的經營、料理、管理及控制獲得充份監管。
I will adequately supervise or will ensure the adequate supervision of the operation, keeping, management and control of the karaoke establishment as mentioned at Part 2 above.
- (e) 本人知曉上文第 2 部分所述的卡拉 OK 場所的現有情況，以及現有許可證 / 牌照的附加條件，並且願意遵從該等條件。本人明白若獲批准轉讓，本人若違反卡拉 OK 場所 (發牌) 規例第 5、6、7 或 8 條，即屬犯法。
I am aware of the existing status of the karaoke establishment as mentioned at Part 2, and the conditions imposed on the existing permit/licence, and I am willing to comply with such conditions. I understand that if the transfer is approved, I shall commit an offence if regulation 5, 6, 7 or 8 of the Karaoke Establishments (Licensing) Regulation is contravened.
- (f) 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 _____

擬承讓人簽署

Signature of proposed transferee _____

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，根據卡拉 OK 場所條例，即屬犯罪。提供該等失實的資料亦可能對上述申請和任何據此而獲發的許可證 / 牌照造成不利的影響。

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 Karaoke Establishments Ordinance. The supply of such false information may also prejudice the application and any permits/licences subsequently granted/issued.

備註：

Note:

- (a) 個別人士指自然人。
An individual means a natural person.
- (b) 根據卡拉 OK 場所條例第 7 條規定，凡申請人是法人團體(即有限公司)或合夥，必須授權一位自然人作為代表。申請人須確保該獲授權代表人完全遵守該條例、規例及發證或發牌條件的規定。
According to Section 7 of the Karaoke Establishments Ordinance, if the applicant is a body corporate or a partnership, then a natural person must be appointed as an authorised representative. The applicant must ensure that the authorised representative would fully comply with the provisions of the Ordinance, regulations, and the conditions imposed on the permit/licence.
- (c) 就本表格第 5 部份(e)項所提及的卡拉 OK 場所 (發牌) 規例第 5、6、7 及 8 條，現節錄如下，以供參考：
卡拉 OK 場所 (發牌) 規例 (節錄)
5. **一般保養**
許可證或牌照所關乎的處所的每一部份以及處所內所有座位、裝設及器材（包括電力、冷凍、通風及其他裝置）均須獲得妥善保養，令使用該處所的人的安全不會受到不利影響。
6. **為傳聲器而設的潔淨設施**
在許可證或牌照所關乎的處所內須提供並保持有足夠為傳聲器而設的潔淨設施，而傳聲器均須保持清潔衛生。
7. **對布局作出改動**
除非事先獲得發牌當局書面准許，否則不得對處所在發牌當局根據第 4 條核證的圖則所示的布局作出任何改動或增補。
8. **展示許可證或牌照**
就卡拉 OK 場所發出的許可證或牌照須於接近該場所入口的顯眼位置展示。

Referring to Part 5 paragraph (e) of this application form, the following is the extract of Section 5, 6, 7 & 8 of the Karaoke Establishments (Licensing) Regulation for your information:

Karaoke Establishments (Licensing) Regulation (extract)

5. **General maintenance**
Each part of the premises to which a permit or licence relates and all seating, fittings and apparatus in the premises, including electrical, cooling, ventilating and other installations, shall be properly maintained such that the safety of persons using the premises will not be adversely affected.
6. **Sanitising facilities for microphones**
Adequate sanitizing facilities for all microphones shall be provided and maintained in the premises to which a permit or licence relates and the microphones shall be kept in a clean and hygienic condition.
7. **Alterations to layout**
Except with the prior approval in writing of the licensing authority, no alteration or addition shall be made to the layout of the premises as shown in the plan certified by the licensing authority under Section 4.
8. **Display of permit or licence**
The permit or licence shall be displayed in a conspicuous position near the entrance of the karaoke establishment in respect of which the permit or licence is granted.

申請轉讓須知

Important notes on application for transfer

1. 許可證 / 牌照的轉讓申請，應由現時的持有人及擬承讓人一同提出。倘現時持有人未能提交轉讓申請，則擬承讓人須就有關卡拉 OK 場所另行重新申請許可證 / 牌照。
Application for transfer of a permit/licence should be made by the current holder together with the proposed transferee. If it is not possible for the existing holder to apply for the transfer, the proposed transferee will have to make fresh application for a permit/licence in respect of the karaoke establishment concerned.
2. 倘遺失許可證 / 牌照，則現時的持有人應向警方報失，及向牌照事務處申請有關許可證 / 牌照的認證副本，然後才申請轉讓。否則，擬承讓人須就有關卡拉 OK 場所另行重新申請許可證 / 牌照。
If the permit/licence is lost, the existing holder should report the loss to the police and apply to the Office of the Licensing Authority for a certified true copy of the permit/licence before applying for transfer. Otherwise, the proposed transferee will have to make fresh application for a permit/licence in respect of the karaoke establishment concerned.
3. 許可證 / 牌照持有人及擬承讓人應留意許可證 / 牌照的有效期限屆滿日期。倘許可證 / 牌照將於一個月內期滿，則現時持有人應先申請續期，然後才申請轉讓。
The permit/licence holder and the proposed transferee should note the expiry date of the permit/licence. If the permit/licence is to expire within one month, the existing holder should renew the permit/licence before applying for transfer.

提交表格前之核對表

Checklist before submission

- (a) 請確保已填妥本申請表內之一切適用部分。
Please ensure that all applicable parts in this application form have been completed.
- (b) 為利便盡速辦理閣下之申請，請核對及附交以下註明之全部所需文件：
To expedite processing of your application, please check and attach all the required documents (in triplicate) as indicated below:
 - ☐ 本填妥的申請表正本連同副本兩份（即共三份）；
The original and two copies of this completed application form (totally 3 sets);
 - ☐ 如擬承讓人屬個別人士，其身份證明文件影印本兩份；或
如擬承讓人屬法人團體（即有限公司），其商業登記證及公司註冊證影印本各兩份；或
如擬承讓人屬合夥，其商業登記證影印本及所有合夥人的身份證明文件影印本各兩份；
If the proposed transferee is an individual, two photocopies of the identity document of the proposed transferee; or
if the proposed transferee is a body corporate, two photocopies of the Business Registration Certificate and Certificate of Incorporation of the body corporate; or
if the proposed transferee is a partnership, two photocopies of the Business Registration Certificate and two photocopies of the identity document of each of the partners;
 - ☐ 如擬承讓人屬法人團體或合夥，其獲授權代表人的身份證影印本兩份；
If the proposed transferee is a body corporate or a partnership, two photocopies of the Hong Kong Identity Card of their authorised representative;
 - ☐ 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
 - ☐ 卡拉 OK 場所的商業登記證影印本兩份。
Two photocopies of the Business Registration Certificate of the karaoke establishment.
- (c) 申請必須送交牌照事務處以下地址：
Application should be forwarded to the Office of the Licensing Authority at:

香港太古城太古灣道十四號十樓	10 th Floor, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong
----------------	--

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《卡拉 OK 場所條例》(第 573 章)。
Personal data provided in this form will be used by the Home Affairs Department for the purposes of implementing the Karaoke Establishments Ordinance (Cap. 573).

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