

(請填寫一式三份)
(To be completed in triplicate)

酒牌局
LIQUOR LICENSING BOARD

申請首次簽發酒牌/申請轉讓酒牌*

《應課稅品條例》(第 109 章)《應課稅品(酒類)規例》

APPLICATION FOR NEW ISSUE OF A LIQUOR LICENCE/
TRANSFER OF LIQUOR LICENCE*

DUTIABLE COMMODITIES ORDINANCE (CAP. 109)

DUTIABLE COMMODITIES (LIQUOR) REGULATIONS

重要事項：
IMPORTANT

1. 《應課稅品條例》(第 109 章)第 17(3B)條規定：

“如規例規定除非按訂明牌照或許可證的授權，否則禁止售賣或供應任何酒類，則任何人除非按該牌照或許可證的授權並按照其條款的規定，否則不得售賣、為售賣而宣傳或展示、供應或為售賣或供應而管有該等酒類。”

Section 17(3B) of the Dutiable Commodities Ordinance (Cap. 109) states:

Where regulations prohibit the sale or supply of any liquor except on the authority of a prescribed licence or permit, no person shall sell, or advertise or expose for sale, or supply, or possess for sale or supply, such liquor except on the authority of such a licence or permit and in accordance with the terms thereof.

2. 《應課稅品條例》(第 109 章)第 36(1)條規定：

“任何人不得作出任何不完整的陳述、申報或聲明或提供任何不正確的資料(不論該陳述、申報、聲明或資料採用何種形式)，或在為本條例的施行或為根據本條例發出的任何牌照或許可證而擬備或提供的任何文件中，作出不正確的描述或供給不正確的資料。”

Section 36(1) of the Dutiable Commodities Ordinance (Cap. 109) states:

No person shall make any incomplete statement or declaration or furnish any incorrect information, however made or furnished, or apply any incorrect description or supply any incorrect particulars in any document made or furnished for the purposes of this Ordinance or for any licence or permit to be issued under this Ordinance.

3. 最高刑罰：任何人經簡易訴訟程序審訊定罪，可被判處罰款 100 萬元及監禁 2 年。

Maximum Penalty : On summary conviction, a fine of \$1,000,000 and imprisonment for 2 years.

4. 酒牌局根據《應課稅品(酒類)規例》(第 109 章，附屬法例 B)第 15(2)條的規定，要求你詳細回答以下所有問題，以支持你提出的酒牌申請/酒牌轉讓申請。

Pursuant to Regulation 15(2) of the Dutiable Commodities (Liquor) Regulations (Cap. 109, sub. leg. B), the Liquor Licensing Board requires that you should furnish the following particulars in support of the application for new issue of a liquor licence/transfer of liquor licence to you.

5. 倘未有足夠空位填寫答案，請另用白紙繕寫。如未能提供足夠資料，可能令處理這宗申請的工作有所延誤。

If insufficient space is available for your answer, please continue on a blank sheet of paper. Failure to provide sufficient information may result in delay in processing your application.

請在適當方格內填上「√」號。

Please tick the appropriate box(es).

* 請刪去不適用者。

Please delete where appropriate.

致：酒牌局秘書

To : Secretary, Liquor Licensing Board

如申請首次簽發酒牌，請填寫此欄

Fill in this part if you are applying for New Issue of a Liquor Licence

本人 _____ 現申請下述處所的酒牌 :-
I, _____ (申請人姓名, 先寫姓氏) (Name of applicant, Surname first), hereby apply for new issue of the liquor licence in respect of the following premises:-

店名： _____
Shop Sign (中文) (Chinese) (英文) (English)

地址： _____
Address

(電話號碼： _____) (傳真號碼： _____)
Tel No. Fax No.

如申請轉讓酒牌，請填寫此欄

Fill in this part if you are applying for Transfer of Liquor Licence

本人 _____ 現擬申請承讓位於 _____
I, _____ (申請人姓名, 先寫姓氏) (Name of Applicant, Surname first) intend to apply for transfer of the liquor licence in respect of _____
the premises situated at _____

_____ 處所的酒牌，
(領有牌照處所的地址) (Address of licensed premises)

由 _____ 轉讓給我，並申請將店名改為*
from _____ (現時持牌人姓名, 先寫姓氏) (Name of current licence holder, Surname first) to me, and for changing the shop sign to*

(中文) (Chinese)

(英文) (English)

原因是 _____
on the grounds that _____

本人明白，倘本人未能於牌照有效期屆滿前最少兩個月向酒牌局提交申請，則該局可能不予辦理。
I understand that if I fail to submit my application to the Board at least 2 months prior to the expiry of the licence, the Board may not consider the application.

日期： _____
Date

簽署： _____
Signature (申請人) (Applicant)

現時酒牌持有人同意把酒牌轉讓給申請人

Consent of the current Liquor Licence Holder to transfer the Liquor Licence to the applicant

本人 _____ 是現時酒牌的持有人，現同意把
I, _____ (持牌人姓名, 先寫姓氏) (Name of Licence Holder, Surname first) being the current liquor licence holder consent
位於下列處所的酒牌 _____
to the transfer of the liquor licence in respect of the premises situated at _____

(領有牌照處所的地址) (Address of licensed premises)

轉讓給 _____
to _____ (申請人姓名, 先寫姓氏) (Name of applicant, Surname first)

如上述酒牌轉讓申請不獲批准，本人將會 / 不會*以現時持牌人身分為酒牌續期。

If the aforesaid transfer application is not approved, I will / will not* renew the liquor licence in the capacity of a current licence holder.

日期： _____ 簽署： _____
Date Signature (持牌人) (Licence Holder)

首次簽發酒牌申請及轉讓酒牌申請均須填寫以下各欄

Fill in the following parts for both New Issue of a Liquor Licence and Transfer of Liquor Licence Applications

A. 個人資料 PERSONAL INFORMATION

1. 你的全名：(中文) _____ (英文) _____
Your full name (Chinese) (English)

2. 你的住址： _____
Your residential address

(電話號碼： _____)(傳真號碼： _____)
Tel. No. Fax No.

3. 你的通訊地址 (如與上述不同)： _____
Your correspondence address (if different from the above)

4. 你的出生日期： _____ 5. 你在香港已居住多久： _____
Your date of birth How long have you resided in Hong Kong

6. 你的香港身分證/護照* 號碼： _____
Your HKID card/passport* number

7. 你香港身分證上的中文電碼(如適用)： _____
The CCC numbers appearing on your HKID card (if applicable)

8. 請提供你在過去五年的就業詳情：
Give details of your previous employment for the previous 5 years :

職位 Post	僱主 Employer	由 Form	至 To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. 請說明並提供你以往在售賣及供應酒類方面的經驗的全部詳情：
Please state and provide in full details your previous experience in connection with the sale and supply of liquor:

10. (a) 你目前持有哪種牌照？
What licence(s) do you hold at present?

公眾娛樂場所牌照
Place of Public Entertainment Licence

公眾舞廳牌照
Public Dance Hall Licence

麻雀/天九館牌照
Mah Jong/Tin Kau Licence

遊樂場所牌照
Place of Amusement Licence

遊戲中心牌照
Amusement Game Centre Licence

獎券活動牌照
Lottery Licence

泵波拿牌照
Tombola Licence

按摩院牌照
Massage Establishment Licence

酒牌/會社酒牌
Liquor Licence/Club Liquor Licence

其他，請加以說明：_____

Others, please specify

(b) 如持有以上任何一種或多種牌照的話，請列出詳細資料： _____
If holding any of the above licences, please state details

11. 在問題 10 所列的牌照中你以前曾持有哪種？
What licence(s) listed in Question 10 above have you held previously?

12. 你以往曾否為上述處所或任何其他處所申領酒牌？
Have you previously applied for a liquor licence in respect of these premises or any other premises?

有，詳情： _____
Yes, details

否
No

13. (a) 你曾否因犯刑事案而在香港或其他地方被定罪？
Have you been convicted of any criminal offence in Hong Kong or elsewhere?

有，請提供詳情，包括定罪性質及日期，刑罰性質及罰款：
Yes, please give details of convictions including nature and date of conviction, nature of punishments and fine:

否
No

(b) 如在過去五年內你個人曾在任何民事訴訟中被判敗訴，請提供詳情：
If during the past 5 years, judgment has been entered against you in your personal capacity in any civil suit, please give details :

14. 你曾否因違反與售酒有關的法例而被定罪？
Have you ever been convicted of an offence relating to liquor selling?

有，詳情： _____
Yes, full details

否
No

B. 場所所屬性質 NATURE OF ESTABLISHMENT

15. 業務性質(可在多於一個方格內加上「✓」號)
Nature of business (you can tick more than 1 box)

酒吧 Bar

夜總會 Night Club

食肆 Restaurant

咖啡店 Coffee Shop

- 的士高 Disco 雞尾酒酒廊 Cocktail Lounge
- 卡拉 OK Karaoke 酒店 Hotel
- 其他，請加以說明：Others, please specify: _____

16. 該場所的營業時間為：The opening hours of the establishment are：

由：_____ 至：_____。
From to

17. 該場所的售酒時間為：The liquor selling hours of the establishment are：

由：_____ 至：_____。
From to

18. 該場所預期最繁忙的營業時間為：The expected peak business hours of the establishment are：

由：_____ 至：_____。
From to

19. 該場所的擬議營業方式：Proposed mode of operation of the establishment：

- (a) 是否須加簽酒吧批註？即該處所是否專門或主要用作出售及供人飲用令人醺醉酒類飲品的地方？
Whether a bar endorsement is required? That is, whether the premises are exclusively or mainly used for the sale and consumption of intoxicating liquors?

是 Yes 否 No

- (b) 該處所會否設置酒吧櫃檯？Whether a bar counter is to be kept on the premises?

是 Yes 否 No

- (c) 是否申請准許在處所內跳舞？Whether permission for dancing is required?

是 Yes 否 No

- (d) 是否準備將處所用作酒店？Whether the premises are to be used as a hotel?

是 Yes 否 No

C. 與食肆牌照有關的資料 INFORMATION RELATING TO RESTAURANT LICENCES

20. 關於你現在申領酒牌的處所，你是否已領有小食/普通*食肆牌照？

Have you held a light refreshment / general restaurant* licence for the premises under application for liquor licence?

是 食肆牌照的號碼： (正式牌照) _____ (暫准牌照) _____
Yes The restaurant licence number (full licence) (provisional licence)

否 該食肆牌照持有人的姓名是： _____
No The name of the restaurant licence holder is

食肆牌照號碼： (正式牌照) _____ (暫准牌照) _____
The restaurant licence number (full licence) (provisional licence)

你與食肆牌照持有人的關係： _____
Your relationship with the restaurant licence holder

21. 如上述處所並未獲發小食食肆牌照或普通食肆牌照，你是否已經或打算申請這些食肆牌照？
If the abovesaid premises have not been issued with a light refreshment restaurant licence or a general restaurant licence, have you applied for, or do you intend to apply for such restaurant licence?

是，詳情： _____
Yes, details

否，上述食肆牌照的申請人姓名： _____
No, the name of the applicant for such restaurant licence is

及你與申請人的關係： _____
and your relationship with the applicant

22. 處所面積(按照室內樓面面積計算)： _____
Size of premises (by reference to floor area inside the premises):

D. 與管理有關的資料 INFORMATION RELATING TO MANAGEMENT

23. 你以下列哪一種身分申領牌照？
In what capacity are you applying for a licence?

獨資經營人 其他，請說明： _____
Sole proprietor Others, please specify

合夥人，所有其他合夥人的全部詳情(中英文姓名、出生日期、住址、香港身分證號碼、中文姓名電碼和所佔的股份比率)：
Partner full details of all the other partners (name in English and Chinese, date of birth, address, HKID card No. with CCC numbers and percentage of holding):

有限公司董事，所有其他董事的全部詳情(中英文姓名、出生日期、住址、香港身分證號碼和中文姓名電碼)：
Director of a limited company full details of all the other director(s) (name in English and Chinese, date of birth, address, HKID card No. with CCC numbers):

僱員，職位： _____
Employee, employment position

並請提供所有僱主的全部詳情，包括中英文姓名、出生日期、住址、香港身分證號碼和中文姓名電碼(如申領酒牌之處所的擁有人是一間有限公司，請提供董事名單)：

and give full details of (all) your employer(s), including name in English and Chinese, date of birth, address, HKID card No. with CCC numbers (If the owner of the establishment under application for a liquor licence is a limited company, please provide a list of the director(s)):

24. (a) 持牌人需親自管理該處所。你的當值時間是： _____
A licence holder is required to supervise the premises personally. Your hours of duty are
(b) 你的每週例假是： _____
Your weekly day-off is

E. 與僱員有關的資料 INFORMATION RELATING TO EMPLOYEES

25. 你會否聘用經理人？
Will any manager/manageress be employed?

會，該經理人的全部詳情(中英文姓名、出生日期、地址、香港身分證號碼和中文姓名電碼)：
Yes, his/her/their full particulars (Name in English and Chinese, date of birth, address, HKID card No. with CCC numbers.):

不會
No

26. 請詳細說明該經理人的工作及職責：
Please state in full the duties and responsibilities of the nominated manager(s):

27. 請說明並提供該經理人以往在售賣及供應酒類方面的經驗的全部詳情：
Please state and provide in full details the manager(s)/manageress(es)' previous experience in connection with the sale and supply of liquor:

28. 你會否委任指定的人？（在填寫此項時，請參閱第 9 頁附註）
Will any nominee be appointed? (Please refer to the notes on page 9 when filling this item)

會，該名指定的人的全部詳情（中英文姓名、出生日期、地址、香港身分證號碼和中文姓名電碼）：
Yes, his/her full particulars (Name in English and Chinese, date of birth, address, HKID card No. with CCC numbers.):

不會
No

29. (a) 你是否打算聘請女招待、女招待領班、舞伴、舞蹈導師？
Do you intend to employ hostesses, hostess leaders, dancing partners, dancing instructors?

是 你是否已申請公共舞廳牌照？
Yes Have you applied for a Public Dance Hall Licence?
 否 No

是 否
Yes No

- (b) 你是否打算聘請卡拉 OK 女侍應，女公關或女伴唱？
Do you intend to employ female karaoke attendants, female public relation officers or female guest relation officers?

是，請列明擬聘請人數：_____
Yes, please state the exact number to be employed

否 No

F. 與處所有關的資料 INFORMATION RELATING TO THE PREMISES

30. 處所是由你/你的僱主* 所擁有/租用*。
These premises are owned/leased* by you/your employer*.

倘你是租用者，則處所的業主是何人？_____
If you are the leasee, who is the owner of these premises?

你是否二房東/三房客*？_____
Are you the principal tenant/sub-tenant*?

31. 處所所在的建築物是作甚麼用途？ What is the purpose of the building in which the premises are located?

住宅及商業兩用 Mixed residential and commercial purposes-

全部作商業用途 Wholly commercial purpose

其他用途，請提供詳情： Other purpose, please give details : _____

32. 處所設有專用出入口/與建築物內住宅部分共用一個出入口*。
The premises have private access/shared access with residential portion of the building*.

本人證明上述各項答覆，都是本人按照所知及所信，據實填報，本人亦明白如作出任何不完整的陳述或聲明、或提供任何不正確資料，本人可能會被當局循簡易訴訟程序審訊，而一經定罪，可被判處罰款 100 萬元及監禁 2 年。

I certify that the answers given above are true to the best of my knowledge and belief and understand that if there is any incomplete statement or declaration or any incorrect information, I shall be liable to summary conviction of a fine of \$1,000,000 and to imprisonment for 2 years.

此外，本人明白，倘本人未能履行持牌人一職，酒牌局可以運用權力把酒牌轉讓給其他適當人選。

Besides I understand that if I fail to discharge the duties of a licence holder, the Liquor Licensing Board may exercise its power to have the liquor licence transferred to a suitable person.

日期： _____
Date

簽署： _____
Signature (申請人) (Applicant)

G. 申請人的諮詢人 REFERENCES FOR APPLICANT

我等為下述簽署人，在上述申請日期之前已在香港居住滿十年，並無直接或間接售賣酒類予申請人。茲證明上述申請人聲譽良好，適宜持有酒牌。

We, the undersigned, having resided in Hong Kong during the whole of the ten years immediately preceding the date of this application, and being in no way directly or indirectly connected with the sale of liquor to the applicant, certify that the above-named applicant is a person of good fame and reputation and fit and proper to hold a liquor licence.

1. 姓名： _____ 香港身分證/護照*號碼： _____
Name HKID card/Passport* No.

住址： _____
Residential address

電話號碼： _____
Tel. No.

本人認識申請人的時間有： _____ 年 _____ 月
I have known the applicant for a period of _____ year(s) _____ month(s)

日期： _____ 簽署： _____
Date Signature (諮詢人) (Referee)

2. 姓名： _____ 香港身分證/護照*號碼： _____
Name HKID card/Passport* No.

住址： _____
Residential address

電話號碼： _____
Tel. No.
本人認識申請人的時間有： _____ 年 _____ 月
I have known the applicant for a period of _____ year(s) _____ month(s)
日期： _____ 簽署： _____
Date Signature (諮詢人) (Referee)

附註 NOTES

1. 當酒牌持有人(以僱員身分)去世、離職或自行申請取消酒牌時，如指定的人獲指派為該處所新簽發酒牌的申請人，則有助縮減處理申請的時間。
In case the liquor licence holder (as an employee) passes away, resigns from the post or applies for cancellation of the liquor licence, if the nominee is appointed to be the applicant for new issue of a liquor licence in respect of the premises, it will help to speed up the application processing time.
2. 酒牌持有人在患病或暫時不在場時，仍須根據《應課稅品(酒類)規例》(第 109 章，附屬法例 B)第 24 條向酒牌局申請授權指定的人或其他人士作為該處所的暫准牌照持有人。
In case of illness or temporary absence, the liquor licence holder is still required to apply to the Liquor Licensing Board for authorising the nominee or any other person to be the provisional licence holder of the premises under Regulation 24 of the Dutiable Commodities (Liquor) Regulations (Cap. 109, sub. leg. B).

申請人須注意事項

NOTICE TO APPLICANT

1. 申請人提出申請時，須向酒牌局提交以下文件：
The following documents have to be submitted to the Liquor Licensing Board in respect of the application :
 - (a) 申領酒牌處所如已獲簽發普通食肆牌照或小食食肆牌照(正式或暫准)，請提交副本一份；如已向有關當局申領普通食肆牌照或小食食肆牌照，請提交申領牌照的資料；
A copy of the general restaurant licence or light refreshment restaurant licence (full or provisional) if such a licence has been issued to the premises or information relating to the application for a general restaurant licence or light refreshment restaurant licence;
 - (b) 申請人的近照 4 張；
4 recent photographs of the applicant;
 - (c) 申請人的身分證明文件副本 1 份；
a copy of the applicant's identification document;
 - (d) 該食肆及公司(如申領酒牌的機構是一間有限公司)的商業登記證副本各一份；
a copy of each of the business registration certificate of the restaurant and company (if the establishment under application is a limited company);
 - (e) 公司註冊證書副本一份(如申領酒牌的機構擁有人是一間有限公司)；
a copy of the certificate of incorporation (if the owner of the establishment under application is a limited company);
 - (f) 有關處所的設計圖則 3 份，圖則上須清楚顯示出用作跳舞的範圍(只適用於申請跳舞批註者)；及
3 copies of a plan showing the layout of the premises with clear indication of the area used for dancing (for applications with dancing endorsement only); and
 - (g) 有關處所的有效酒牌副本一份(只適用於申請轉讓酒牌者)。
a copy of the valid liquor licence in respect of the premises (for transfer of liquor licence applications only).
2. 申請人如欲修訂酒牌上任何資料，必須以書面另行申請(只適用於申請轉讓酒牌者)。
If there is /are any intended amendment(s) to the particulars on the licence, the applicant should apply in writing separately (for transfer of liquor licence applications only).

牌照組
Licensing Section

關於申請酒牌所填報的個人資料
Collection of Personal Data in Connection with
Applications for Liquor Licences
(根據《個人資料(私隱)條例》的規定處理)
(In accordance with the Personal Data (Privacy) Ordinance)

目的說明
Statement of Purposes

1. 收集資料的目的
Purposes of Collection

酒牌局及食物環境衛生署會需利用經這份申請表填報的資料作以下用途：

The personal data provided by means of this form will be used by the Liquor Licensing Board and the Food and Environmental Hygiene Department for :

- (a) 處理有關向酒牌局申請新簽發/轉讓/續發酒牌及會社酒牌的事宜，其中包括按酒牌局指定的辦法張貼告示，或列出申請的有關細節，以徵詢公眾意見；及
carrying out activities relating to the applications for the new issue/transfer/renewal of liquor licences and club liquor licences made to the Liquor Licensing Board. These may include posting of public notices in such manner as determined by the Liquor Licensing Board and setting out the particulars of the application for public consultation; and
- (b) 方便食物環境衛生署職員及其他政府部門的職員與你互相聯絡。
facilitating communication among staff of the Food and Environmental Hygiene Department, other Government departments and yourself.

填寫本申請表提供個人資料，純屬自願性質。不過，若不提供足夠資料，則本署恐怕不能處理你的牌照申請。

The provision of personal data by means of this form is voluntary. However, if you do not provide sufficient information, we may not be able to process your application for licence.

2. 獲轉授資料的機構的類別
Class of Transferees

在本申請表填報的資料可能會交給其他政府部門及機構，以達致上文第 1 段所載的目的。

The personal data which you have provided by means of this form may be disclosed to other Government departments and agencies in pursuance of the purposes mentioned in paragraph 1 above.

3. 查閱個人資料
Access to Personal Data

根據《個人資料(私隱)條例》第 18 條、第 22 條及附表 1 內第 6 原則的規定，你有權查閱及更改你的個人資料。查閱的權利包括有權索取此申請表內所提供的個人資料副本一份。

You have a right of access and correction with respect to personal data as provided for in accordance with sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data which you have provided by means of this form.

4. 查詢
Enquiries

如對經由此申請表取得個人資料一事有任何疑問，包括查閱及更改資料等，可向下列人士提出：

港島及離島區

香港軒尼詩道 225 號
駱克道市政大廈 8 字樓
酒牌局助理秘書
電話號碼：2879 5779/2879 5728
傳真號碼：2507 2964

九龍區

九龍深水埗基隆街 333 號
北河街市政大廈 4 字樓
酒牌局助理秘書
電話號碼：2729 1293/2729 1237
傳真號碼：3146 5319

新界區

新界大埔鄉事會街 8 號
大埔綜合大樓 4 字樓
酒牌局助理秘書
電話號碼：3183 9220/3183 9255
傳真號碼：2606 3350

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

Hong Kong & Islands

Assistant Secretary
Liquor Licensing Board,
Lockhart Road Municipal Services Building,
8th Floor, 225 Hennessy Road, Hong Kong
Tel. No.: 2879 5779 / 2879 5728
Fax No.: 2507 2964

Kowloon

Assistant Secretary
Liquor Licensing Board,
Pei Ho Street Municipal Services Building,
4th Floor, 333 Ki Lung Street, Kowloon
Tel. No.: 2729 1293 / 2729 1237
Fax No.: 3146 5319

New Territories

Assistant Secretary
Liquor Licensing Board,
4/F, Tai Po Complex,
No. 8, Heung Sze Wui Street,
Tai Po,
New Territories
Tel. No.: 3183 9220 / 3183 9255
Fax No.: 2606 3350