

香港警务处牌照课
香港湾仔军器厂街一号
警察总部
警政大楼十二楼



Licensing Office
Hong Kong Police Force
12/F, Arsenal House,
Police Headquarters,
1 Arsenal Street,
Wan Chai, Hong Kong.

To: Commissioner of Police
致: 警务处处长

Application for a Temporary Liquor Licence
under Dutiable Commodities (Liquor) Regulation, Cap. 109

临时酒牌申请书
根据法例第 109 章应课税品(酒类)规例

- Note: (I) The applicant must be a holder of a valid Liquor/Club Liquor Licence issued by Liquor Licensing Board, Food and Environmental Hygiene Department.
注: 申请人必须持有由食物环境卫生署发出的有效酒牌/会所酒牌。
- (II) A copy of the valid Liquor/Club Liquor Licence must be attached to this application.
请随本申请书附上有效的酒牌/会所酒牌副本。
- (III) This application should be submitted to Commissioner of Police at least 12 working days before the commencement of the proposed public entertainment or public occasion.
本申请书须于拟举行的公众娱乐开始前最少 12 个工作天递交警务处处长。
- (IV) An application for a Temporary Liquor Licence will only be approved for public entertainment or occasions.
此临时酒牌, 只发出给在公众娱乐场所或场合之用。
- (V) In the event that your application is approved you have to comply with the condition that you or your appointed representative should be present during the event.
倘你的申请获批准, 你或你委任的代表必须在活动举行期间在场出席。

A) Particulars of Applicant (See Note I)

申请人资料 (见注 I)

1. Name: _____ (English)
(英文)

姓名: _____ (Chinese)
(中文)

2. Title: Mr/Mrs/Miss (Delete as appropriate)
称呼: 先生/太太/小姐 (删去不适用者)

3. Hong Kong Identity Card No.: _____
香港身份证号码

4. Chinese Commercial Code : _____
中文商业电码

5. Telephone No.: (i) _____ (Office)
电话号码 (办公室)

(ii) _____ (Mobile Phone or Pager)
(手提电话或传呼机)

6. Facsimile No. (if any) : _____
图文传真号码 (如有)

7. Correspondence Address : _____
通讯地址

B) If applicant cannot be present during the event, please give particulars of the appointed representative (See Note V)

如申请人未能在活动期间出席，请详列委任代表的资料 (见注 V)

1. Name: _____ (English)
(英文)

姓名: _____ (Chinese)
(中文)

2. Title: Mr/Mrs/Miss (Delete as appropriate)
称呼: 先生/太太/小姐 (删去不适用者)

3. Hong Kong Identity Card No.: _____
香港身份证号码

4. Chinese Commercial Code: _____
中文商业电码

5. Telephone No.: (i) _____ (Office)
电话号码 (办公室)

(ii) _____ (Mobile Phone or Pager)
(手提电话或传呼机)

6. Facsimile No. (if any) : _____
图文传真号码 (如有)

7. Correspondence Address : _____
通讯地址

C) Particulars of the proposed event
拟举行的活动资料

1. Place (please specify site, e.g. court of a club)
地点 (请正确写明位置, 如在会所内的球场)

2. Date (exact period)
日期 (确实举行期间)

3. Time (give exact duration)
时间 (确实的活动持续时间)

4. Anticipated attendance
估计参加人数

5. Name of organization holding the event (A letter of agreement from the organizer is required -
sample at Annex A)
举办活动的机构名称 (须提交附件 A 由主办者签发同意信)

6. Description of the contents of the proposed event

拟举行活动的内容

7. No. of the Places of Public Entertainment Licence issued by the Director of Food and Environmental Hygiene in respect of the event

由食物环境卫生署署长为是项活动发出的公众娱乐场所牌照号码

I certify that the information supplied by me is to the best of my knowledge and belief both true and correct and I undertake to comply with all the licence conditions imposed on the above-mentioned activity.

本人谨证明，本人所提供的资料，尽本人所知所信，均属正确无讹。同时，本人亦保证遵守所有附加于上述活动的牌照条件。

Date _____

日期

Signature of Applicant

申请人签署

Licensing Office
Hong Kong Police Force
12/F, Arsenal House, Police Headquarters,
1 Arsenal Street, Wan Chai,
Hong Kong.

Date :

Fax No. : 2200 4325

Dear Sir,

Application for a Temporary Liquor Licence

We,
(Name of the Organisation)

....., are going to hold

.....
(Name of the Event)

The event will be held at
(Venue of the Event)

..... on
(Date)

As alcoholic beverages will be consumed during this event, we confirm that

.....
(Name of the Applicant for a Temporary Liquor Licence)

licensee of
(Name of his/her Licensed Premises)

will apply for a temporary liquor licence on our behalf for the above event.

Should you require any further details, please contact the undersigned or

..... on

Yours sincerely,

(.....)
Name of the Authorised Person
of the Organization

香港湾仔
军器厂街一号
警察总部
警政大楼十二楼
香港警务处牌照课

传真： 2200 4325

执事先生：

申请临时酒牌

本公司.....(机构名称)

将会于.....(日期)(年 月 日)于.....(活动场地)

举办.....(活动性质)

由于本公司将会于活动进行期间提供酒类饮品，现确定由.....

.....(持牌处所的名称)持牌人

.....(临时酒牌申请人的姓名)代本公司就上述活动申请临时酒牌。

如需更多资料，请拨电.....，与下方签署人
或.....联络。

.....
(机构授权人名称)

年 月 日

To: Commissioner of Police

Application for a Temporary Liquor Licence
- AUTHORIZATION -

I _____, hereby authorize the Commissioner of Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to Police Licensing Office, and to obtain information and/or to inquire into any and all my personal data from any third party for the purpose of investigation into and/or enforcing any matters relating to my licence.

My personal particulars are as follows: -

Name : _____
Date of Birth : _____
HK Identity Card No. : _____ ()
Chinese Commercial Code Nos. : _____ / _____ / _____

Signature : _____

Date : _____

Notes for Applicant :

It is essential for the applicant to provide the written consent above to facilitate a full assessment of this application.

致：警务处处长

申请临时酒牌
- 授权书 -

本人_____现授权警务处处长，或其代表，向警察牌照课发放任何及全部有关本人的刑事定罪纪录的所有数据，以及向任何第三者索取及/或查询任何及全部有关本人的资料，作为调查/或执行任何与本人的牌照有关的事宜之用。

本人的个人资料如下: -

姓名 : _____
出生日期 : _____
香港身分证编号 : _____ ()
中文商业电码 : _____ / _____ / _____

签署 : _____

日期 : _____

申请人须知

申请人必须填妥并签署上述授权书，以便本处可全面评估有关申请。

To: Commissioner of Police

Application for a Temporary Liquor Licence
- AUTHORISATION -

I _____, hereby authorise the Commissioner of Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to Police Licensing Office, and to obtain information and/or to inquire into any and all my personal data from any third party for the purpose of investigation into and/or enforcing any matters relating to my licence.

My personal particulars are as follows: -

Name : _____
Date of Birth : _____
HK Identity Card No. : _____ ()
Chinese Commercial Code Nos. : _____ / _____ / _____

Signature : _____

Date : _____

Notes for Appointed Representative(s) :

It is essential for the Appointed Representative(s) to provide the written consent(s) above to facilitate a full assessment of this application.

致: 警务处处长

申请临时酒牌
- 授权书 -

本人_____现授权警务处处长, 或其代表, 向警察牌照课发放任何及全部有关本人的刑事判罪纪录的所有数据, 以及向任何第三者索取及/或查询任何及全部有关本人的资料, 作为调查/或执行任何与本人的牌照有关的事宜之用。

本人的个人资料如下: -

姓名 : _____
出生日期 : _____
香港身分证编号 : _____ ()
中文商业电码 : _____ / _____ / _____

签署 : _____

日期 : _____

委任代表须知 :

委任代表必须填妥并签署上述授权书, 以便本处可全面评估有关申请。

APPLICATION FOR A TEMPORARY LIQUOR LICENCE
申请临时酒牌

PROVISION OF PERSONAL DATA
提供个人资料

Purpose of Collection 收集资料的目的

1. The personal data provided by means of this form will be used by the Hong Kong Police Force for facilitating processing of applications/record purpose/record update/all kinds of present and subsequent investigations and related licensing conditions as well as the enforcement for Temporary Liquor Licence under the Dutiable Commodities (Liquor) Regulations, Cap. 109.
香港警务处会把申请表上填报的个人资料，作下列用途：办理申请人根据《应课税品(酒类)规例》(第 109 章)而提出的临时酒牌申请/记录存盘/更新记录/现阶段及日后的一切调查工作，以及处理有关的发牌条件和执法工作。
2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your applications/update your record.
在本表格上提供个人资料，纯属自愿性质。若资料不足，本处可能无法办理你的申请/更新你的记录。
3. Any material falsification or omission of information may result in the Commissioner's refusal to give approval.
若虚报或漏报重要资料，警务处处长可拒绝有关申请。

Classes of Transferees 获转授资料的机构的类别

4. The personal data you provide by means of this form may be disclosed to other government departments and public or private organizations for the purposes mentioned in the above paragraphs.
本处可能会向其它部门及公营或私营机构披露表格上填报的个人资料，以作上文所载的用途。

Access to Personal Data 查阅个人资料

5. You have a right of access and correction with respect to personal data as provided for in section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access included the right to obtain a copy of your personal data provided by this form.
根据《个人资料(私隐)条例》第十八及第二十二条和附表一的第六原则，你有权查阅和更正个人资料，包括有权索取表格上填报的个人资料副本乙份。

Enquiries 查询

6. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:
如对本表格所收集的个人资料有任何疑问，包括申请查阅和更正资料，请向下列人员查询：

Executive Officer (Licensing)
Licensing Office
Hong Kong Police Force
12-13/F, Arsenal House
Police Headquarters,
1 Arsenal Street,
Wan Chai,
Hong Kong

Tel: 2860 2973

香港湾仔
军器厂街一号
警察总部
警政大楼十二及十三楼
香港警务处牌照课
行政主任 (牌照)

电话: 2860 2973