

PERSONAL DATA/个人资料

Notice on Commencement of Employment of Security Personnel 雇用保安人员通知书

Under Section 13(1) of the Security and Guarding Services Ordinance (Cap. 460)
根据香港法例第 460 章《保安及护衛服务条例》第 13(1)条

To : The Commissioner of Police
Attn. : Licensing Office
Hong Kong Police Force
12/F, Arsenal House, Police Headquarters
No. 1 Arsenal Street, Wan Chai, Hong Kong
Fax No. : 2200 4324

致 : 香港警务处处长
经办人 : 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 4324

In accordance with Section 13(1) of the Security and Guarding Services Ordinance, any person who employs an individual to do security work, whether for him or another person, for reward shall **within 14 days** after the commencement of the employment, give written notice to the Commissioner of Police of the names of the employer and the employee and of the date on which the employment commenced. I hereby inform you that the employment of the following security personnel(s) has/have taken up employment with our company to do security work* for reward from the following date: -

根据《保安及护衛服务条例》第 13(1)条规定，任何人雇用任何人员为该人自己或为他人担任有酬的保安工作，须于开始雇用后 **14 日内**，将雇主的姓名或名称、雇员的姓名及开始雇用的日期以书面通知警务处处长。本人现通知你，本公司自下列日期起雇用下列保安人员担任有报酬的保安工作*：

Date of Commencement of Employment
for Doing Security Work for Reward
(YYYY/MM/DD)
开始雇用该人员担任
有报酬的保安工作日期
(年/月/日)

Name of Employee
雇员姓名

Security Personnel Permit No.
保安人员许可证编号

HKID No.
香港身份证号码

Name & Signature of Employer / Representative
雇主/公司代表姓名及签署

Name of Employer / Company
雇主/公司名称

Address & Telephone No. of Main Office
主要办事处地址及电话号码

Date
日期

* Please see Section 2 of Cap. 460 for the interpretation of security work.
有关保安工作的释义请参阅第 460 章第 2 条。

Note: A list of invalid security personnel permits which have not been returned to the issuing authority is available for viewing from the website of the Security and Guarding Services Industry Authority at <http://www.sb.gov.hk/eng/links/sgsia/>.
请注意：保安及护卫业管理委员会的网页载有已失效但仍未交还发牌当局的保安人员许可证的编号，雇主可浏览该网页 (<http://www.sb.gov.hk/chi/links/sgsia/>) 查阅有关资料。

Company
Chop
公司印章

NOTICE ON COMMENCEMENT OF EMPLOYMENT OF SECURITY PERSONNEL
雇用保安人员通知书
- 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 as well as the enforcement of related permit conditions for security personnel permit under the Security and Guarding Services Ordinance, Cap. 460.
香港警务处会把申请表上填报的个人资料，作下列用途：办理申请人按照《保安及护衛服务条例》(第 460 章)而提出的保安人员许可证申请/记录存盘/更新记录/现阶段及日后的一切调查工作，以及执行有关的发证条件。
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 paragraph (1) above.
本处可能会向其它政府部门及公营或私营机构披露表格上填报的个人资料，以作上文第一段所载的用途。

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 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 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，请联络下列办事处人员：

Executive Officer (Licensing)
Licensing Office
Hong Kong Police Force
12-13/F, Arsenal House
Police Headquarters
No. 1 Arsenal Street
Wan Chai, Hong Kong

Tel. Enquiry: 2860 2973

香湾仔
军器厂街一号
警察总部
警政大楼十二至十三楼
香港警务处牌照课
行政主任(牌照)

查询电话：2860 2973

警告 Warning :

- (i) **违例 :** 任何人士未取得有效的许可证，均不得为、答允为、自认为是或自认可为他人担任保安工作，以赚取酬劳。违例者一经定罪，可被罚款一万元及监禁三个月。
Offences : No individual shall do, agree to do, or hold himself out as doing or as available to do, security work for another person for reward without a valid permit. The offender is liable on conviction to a fine of \$10,000 and to imprisonment for three months.
- (ii) **防止贿赂警告:** 根据《防止贿赂条例》，任何人士就申请保安人员许可证事宜，索取、提供或接受利益，包括金钱和礼物，均属违法。
Warning Against Bribery : It is an offence under the 《Prevention of Bribery Ordinance》 for any person to solicit, offer or accept any advantages including money and gifts in connection with the processing of any security personnel permit application.