

食物業牌照／許可證修訂申請書
Application for Amendments of Food Business Licence/Permit

致：分區辦事處秘書
To：District Secretary

本人／本公司*擬就以下食物業牌照／許可證提出修訂申請。
I/Our company* intend(s) to apply for amendments in relation to the following food business licence/permit
(請只選擇以下其中一項) (Please choose only one item below)

- 普通食肆牌照 General Restaurant Licence
- 小食食肆牌照 Light Refreshment Restaurant Licence
- 水上食肆牌照 Marine Restaurant Licence
- 烘製麵包餅食店牌照 Bakery Licence
- 凍房牌照 Cold Store Licence
- 工廠食堂牌照 Factory Canteen Licence
- 食物製造廠牌照 Food Factory Licence
- 新鮮糧食店牌照 Fresh Provision Shop Licence
- 冰凍甜點製造廠牌照 Frozen Confection Factory Licence
- 奶品廠牌照 Milk Factory Licence
- 燒味及滷味店牌照 Siu Mei and Lo Mei Shop Licence
- 綜合食物店牌照 Composite Food Shop Licence
- 以售賣機售賣食物許可證 Permit to Sell Food by Means of Vending Machine
- 非瓶裝飲料許可證 Non-bottled Drinks Permit
- 售賣冰凍甜點許可證 Frozen Confections Permit
- 涼茶許可證 Chinese Herb Tea Permit
- 奶品許可證 Milk Permit
- 新鮮及／或冷藏介貝類水產動物售賣許可證 Fresh and/or Frozen Shell Fish Permit
- 受限制食物售賣許可證 Restricted Food Permit

(甲) 持牌人／許可證持有人資料

(A) Particulars of Licensee/Permittee

(以下第1項只適用於以個人名義持有牌照／許可證；而第2項只適用於以公司名義持有牌照／許可證。)
(Item 1 below is only applicable to licence/permit held in the name of individual; whereas item 2 below is applicable to licence/permit held in the name of a corporation.)

- (1) 持牌人／許可證持有人*姓名：(中文) _____ (先生／女士*)
Name of Licensee/Permittee* (Chinese) (Mr./Ms.*)
(英文) _____
(English)

香港身分證／護照*號碼： _____
Hong Kong Identity Card/Passport* No.

- (2) 公司名稱 (中文)： _____
Name of Corporation (Chinese)
(英文)： _____
(English)

公司註冊號碼： _____
Company Registration No.

獲授權代表姓名 (中文) _____ (先生／女士*)
Name of Authorized Person (Chinese) (Mr./Ms.*)
(英文) _____
(English)

- (3) 聯絡人姓名： (中文) _____ (先生／女士*)
Name of Contact Person (Chinese) (Mr./Ms.*)
(英文) _____
(English)

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

- (4) 現時有效牌照／許可證*號碼： _____
Current Valid Licence/Permit* No.

- (5) 牌照／許可證*處所地址：
Address of the Licensed/Permitted* Premises

室／鋪 _____ 樓 _____ 座 _____
Flat/Rm/Shop Floor Block

大廈 _____
Building

屋邨／鄉村 _____
Estate/Village

街道名稱及號碼 _____
No. and Name of Road/Street

如涉及多於一條 _____
街道，請詳述 (if more than one road/street is involved, please specify)

分區 _____
Sub-District

地區 _____
District

地段號碼(如適用) _____
Lot Number (if any)

香港 九龍 新界 離島
HK Kln NT Islands

(乙) 申請擬修訂的詳情
(B) Details of Application for Proposed Amendments

關於擬申請修訂牌照／許可證的項目
(請提供該項目的詳情)
Items to Which the Application for Amendments of Licence/Permit
(Please provide the details of items)

新的店名：
New Shop Sign _____

新的通信地址：
New Correspondence Address _____

新的電話號碼：
New Tel. No. _____

新的傳真號碼：
New Fax No. _____

增加批簽項目：
(如申請增加批簽的項目涉及更改獲批准圖則，請遞交 *FEHB 230* 持牌食物業處所更改獲批准圖則申請書以作申請)
Addition of Endorsement Item(s)
(If addition of endorsement item(s) involving alteration to the approved plans, please submit *FEHB 230 Application for Alteration to the Approved Plan of Licensed Food Premises* for application.)

刪除批簽項目：
Deletion of Endorsement Item(s)

增加公司授權代表：
(請提供該代表姓名及參閱「申請人須知」內的所須文件)
Addition of Authorized Representative of the Corporation
(Please provide the name of Authorized Representative and see “Notice to Applicant” for the required documents)

- 刪除公司授權代表：
(請提供該代表姓名及參閱「申請人須知」內的所須文件)
Deletion of Authorized Representative of the Corporation
(Please provide the name of Authorized Representative and see “Notice to Applicant” for the required documents)
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- 更改與食物業牌照／許可證相關的日後通信語言：
Change of the Language Used in Future Correspondence in Relation to Food Business Licence/Permit
 中文 Chinese 英文 English

- 其他，請說明： _____
Others, please specify
-

日期 (日／月／年)
Date (dd/mm/yyyy)

持牌人／許可證持有人*簽署
Signature of the Licensee/Permittee*
(只適用於以個人名義持有牌照／許可證)
(Applicable only to licence/permit held by individual)

獲授權代表簽署#
Signature of Authorized Person#
(代表申請公司)
(for and on behalf of the Applying Corporation)

公司印章#
Company Chop#

* 請刪去不適用者。
Please delete where appropriate.

請在適當的方格內填上「✓」號。
Please tick the appropriate box(es).

只適用於以公司名義持有牌照／許可證。
Applicable only to licence/permit held in the name of corporation.

申請人須知
NOTICE TO APPLICANT

- (1) 如申請增加／刪除公司授權代表，申請書須連同下列文件遞交，否則食物環境衛生署無法處理有關申請。

For application for addition/deletion of the authorized representative of the corporation, the following documents should be submitted to the Food and Environmental Hygiene Department (FEHD), otherwise the FEHD is unable to process the application.

- (a) 公司最新的週年報表副本，並由公司註冊處處長證實其為認證副本(新公司在其成立為法團的年度內，請提交法團成立表格副本，並由公司註冊處處長證實其為認證副本)；
A copy of the latest Annual Return certified as true copy by the Registrar of Companies (For new company in the year of its incorporation, please submit a copy of Incorporation Form certified as true copy by the Registrar of Companies);
- (b) 由該公司董事會通過的書面決議，授權／刪除一名人士代表該公司處理向發牌當局申請牌照的事宜；及
a resolution in writing passed by the Board of Directors to authorize/delete a person to act on behalf of the corporation to deal with licensing matters with the licensing authority; and
- (c) 該名獲授權代表所簽署的接納授權通知書。
Notice of Acceptance of the Authorization signed by the person.

- (2) 申請人亦可在政府表格網頁：www.info.gov.hk/forms/chinese/main.htm以電子形式提交申請。
Applicant may also submit electronic applications via Government Forms website:
www.info.gov.hk/forms/english/main.htm.

關於食物業牌照／許可證修訂申請所填報的個人資料
Collection of Personal Data in Connection with
Application for Amendments of Food Business Licence/Permit
(按照《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 Purpose

1. 收集資料的目的
Purposes of Collection

你透過本申請表格所提供的個人資料，會供食物環境衛生署(食環署)用於下述目的：

The personal data provided by means of this form will be used by the Food and Environmental Hygiene Department (FEHD) for

- (1) 處理向分區環境衛生辦事處提交的食物業牌照／許可證修訂申請的相關事宜；
carrying out activities relating to the applications for amendments of food business licence/permit made to the District Environmental Hygiene Office of the FEHD;
- (2) 方便食環署職員、其他政府部門的職員與你之間的聯絡；以及
facilitating communication among staff of the FEHD, other Government departments and yourself; and
- (3) 按照《食物安全條例》的規定提供指明資料給食環署轄下的食物安全中心。
providing specified information to the Centre for Food Safety of the FEHD in accordance with the provisions of the Food Safety Ordinance.

你透過本申請表格提供個人資料，純屬自願。不過，如你不提供充分的資料，則食環署恐怕不能處理你的修訂申請。

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

2. 接受資料轉介人的類別
Class of Transferees

食環署可能會向其他政府部門及機構披露你透過本申請表格所提供的資料，以達到上文第 1 段所述的目的。

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 第 6 原則的規定，你有權要求查閱及改正所提供的個人資料。查閱的權利包括有權索取本申請表格所提供的個人資料的複本一份。食環署應查閱要求而提供資料時，可能徵收費用。

You have a right to request access to and correction of the personal data provided 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. A fee may be imposed for complying with a data access request.

4. 查詢

Enquiries

如對本申請表格收集的個人資料有任何查詢，包括查閱及更改資料等，可向下列人士提出：

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

港島區及離島區

Hong Kong & Islands

<u>中西區環境衛生辦事處</u> 香港皇后大道中 345 號上環市政大廈 10 樓 電話號碼：2545 0506 傳真號碼：2851 7653	<u>Central/Western District Environmental Hygiene Office</u> 10/F, Sheung Wan Municipal Services Building, 345 Queen's Road Central, Hong Kong Tel. No.: 2545 0506 Fax No.: 2851 7653
<u>東區環境衛生辦事處</u> 香港鯉魚涌街 38 號鯉魚涌市政大廈 3 樓 電話號碼：2563 4340 傳真號碼：2565 8203	<u>Eastern District Environmental Hygiene Office</u> 3/F, Quarry Bay Municipal Services Building, 38 Quarry Bay Street, Hong Kong Tel. No.: 2563 4340 Fax No.: 2565 8203
<u>南區環境衛生辦事處</u> 香港香港仔大道 203 號香港仔市政大廈 4 樓 電話號碼：2552 8406 傳真號碼：2873 1608	<u>Southern District Environmental Hygiene Office</u> 4/F, Aberdeen Municipal Services Building, 203 Aberdeen Main Road, Hong Kong Tel. No.: 2552 8406 Fax No.: 2873 1608
<u>灣仔區環境衛生辦事處</u> 香港灣仔軒尼詩道 225 號駱克道市政大廈 7 樓 電話號碼：2507 3364 傳真號碼：2519 6884	<u>Wanchai District Environmental Hygiene Office</u> 7/F, Lockhart Road Municipal Services Building, 225 Hennessy Road, Wanchai, Hong Kong Tel. No.: 2507 3364 Fax No.: 2519 6884
<u>離島區環境衛生辦事處</u> 香港中環統一碼頭道 38 號海港政府大樓 6 樓 電話號碼：2852 3215 傳真號碼：2545 2964	<u>Islands District Environmental Hygiene Office</u> 6/F, Harbour Building, 38 Pier Road, Central, Hong Kong Tel. No.: 2852 3215 Fax No.: 2545 2964

九龍區

Kowloon

<u>九龍城區環境衛生辦事處</u> 九龍馬頭圍道 165 號土瓜灣政府合署 3 樓及 4 樓 電話號碼：2711 2493 傳真號碼：2761 0718	<u>Kowloon City District Environmental Hygiene Office</u> 3/F & 4/F, To Kwa Wan Market and Government Offices, 165 Ma Tau Wai Road, Kowloon Tel. No.: 2711 2493 Fax No.: 2761 0718
<u>觀塘區環境衛生辦事處</u> 九龍觀塘瑞和街 9 號瑞和街市政大廈 7 樓 電話號碼：3102 7388 傳真號碼：2343 6734	<u>Kwun Tong District Environmental Hygiene Office</u> Level 7, Shui Wo Street Municipal Services Building, 9 Shui Wo Street, Kwun Tong, Kowloon Tel. No.: 3102 7388 Fax No.: 2343 6734
<u>旺角區環境衛生辦事處</u> 九龍旺角花園街 123 號 A 花園街市政大廈 6 樓及 7 樓 電話號碼：2395 2727 傳真號碼：2391 5572	<u>Mong Kok District Environmental Hygiene Office</u> 6/F & 7/F, Fa Yuen Street Municipal Services Building, 123A Fa Yuen Street, Mong Kok, Kowloon Tel. No.: 2395 2727 Fax No.: 2391 5572
<u>深水埗區環境衛生辦事處</u> 九龍深水埗元州街 59-63 號元州街市政大廈 8 樓至 10 樓 電話號碼：2748 6959 傳真號碼：2748 6937	<u>Sham Shui Po District Environmental Hygiene Office</u> 8/F-10/F, Un Chau Street Municipal Services Building, 59-63 Un Chau Street, Sham Shui Po, Kowloon Tel. No.: 2748 6959 Fax No.: 2748 6937
<u>黃大仙區環境衛生辦事處</u> 九龍黃大仙彩虹道 121 號大成街街市大樓 3 樓 電話號碼：2328 6531 傳真號碼：2351 5710	<u>Wong Tai Sin District Environmental Hygiene Office</u> 3/F, Tai Shing Street Market Building, 121 Choi Hung Road, Wong Tai Sin, Kowloon Tel. No.: 2328 6531 Fax No.: 2351 5710
<u>油尖區環境衛生辦事處</u> 九龍油麻地寶靈街 17 號官涌市政大廈 3 樓及 4 樓 電話號碼：2302 1299 傳真號碼：2735 5955	<u>Yau Tsim District Environmental Hygiene Office</u> 3/F & 4/F, Kwun Chung Municipal Services Building, 17 Bowring Street, Yau Ma Tei, Kowloon Tel. No.: 2302 1299 Fax No.: 2735 5955

新界區**New Territories**

<p><u>沙田區環境衛生辦事處</u> 新界沙田鄉事會路 138 號新城市中央廣場第 1 座 12 樓 1201-1207 室及 1220-1221 室 電話號碼：2634 0136 傳真號碼：2634 0442</p>	<p><u>Sha Tin District Environmental Hygiene Office</u> Unit 1201-1207, 1220-1221, 12/F, Tower 1, Grand Central Plaza, 138 Rural Committee Road, Sha Tin, New Territories Tel. No.: 2634 0136 Fax No.: 2634 0442</p>
<p><u>大埔區環境衛生辦事處</u> 新界大埔鄉事會街 8 號大埔綜合大樓 3 樓 電話號碼：3183 9119 傳真號碼：2650 1171</p>	<p><u>Tai Po District Environmental Hygiene Office</u> 3/F, Tai Po Complex, 8 Heung Sze Wui Street, Tai Po, New Territories Tel. No.: 3183 9119 Fax No.: 2650 1171</p>
<p><u>北區環境衛生辦事處</u> 新界上水智昌路 13 號石湖墟市政大廈 4 樓 電話號碼：2679 2812 傳真號碼：2679 5695</p>	<p><u>North District Environmental Hygiene Office</u> 4/F, Shek Wu Hui Municipal Services Building, 13 Chi Cheong Road, Sheung Shui, New Territories Tel. No.: 2679 2812 Fax No.: 2679 5695</p>
<p><u>西貢區環境衛生辦事處</u> 新界將軍澳培成路 38 號西貢將軍澳政府綜合大樓 8 樓 電話號碼：3740 5100 傳真號碼：2792 9937</p>	<p><u>Sai Kung District Environmental Hygiene Office</u> 8/F, Sai Kung Tseung Kwan O Government Complex, 38 Pui Shing Road, Tseung Kwan O, New Territories Tel. No.: 3740 5100 Fax No.: 2792 9937</p>
<p><u>葵青區環境衛生辦事處</u> 新界葵涌興芳路 166-174 號葵興政府合署 9 樓 電話號碼：2420 9204 傳真號碼：2480 4023</p>	<p><u>Kwai Tsing District Environmental Hygiene Office</u> 9/F, Kwai Hing Government Offices Building., 166-174 Hing Fong Road, Kwai Chung, New Territories Tel. No.: 2420 9204 Fax No.: 2480 4023</p>
<p><u>荃灣區環境衛生辦事處</u> 新界荃灣楊屋道 45 號楊屋道市政大廈 3 樓 電話號碼：2212 9701 傳真號碼：2414 8809</p>	<p><u>Tsuen Wan District Environmental Hygiene Office</u> 3/F, Yeung Uk Road Municipal Services Building, 45 Yeung Uk Road, Tsuen Wan, New Territories Tel. No.: 2212 9701 Fax No.: 2414 8809</p>
<p><u>屯門區環境衛生辦事處</u> 新界屯門屯喜路 1 號屯門政府合署 1 樓及 3 樓 電話號碼：2146 8642 傳真號碼：2452 6559</p>	<p><u>Tuen Mun District Environmental Hygiene Office</u> 1/F & 3/F, Tuen Mun Government Offices Building, 1 Tuen Hi Road, Tuen Mun, New Territories Tel. No.: 2146 8642 Fax No.: 2452 6559</p>
<p><u>元朗區環境衛生辦事處</u> 新界元朗橋樂坊 2 號元朗政府合署 2 樓至 5 樓 電話號碼：2475 3433 傳真號碼：2477 5099</p>	<p><u>Yuen Long District Environmental Hygiene Office</u> 2/F-5/F, Yuen Long Government Offices, 2 Kiu Lok Square, Yuen Long, New Territories Tel. No.: 2475 3433 Fax No.: 2477 5099</p>