



康樂及文化事務署  
LEISURE AND CULTURAL SERVICES DEPARTMENT  
轉讓遊樂場所牌照申請表  
Application for Transfer of Places of Amusement Licence

致:康樂及文化事務署牌照及檢控小組 To: Licensing and Prosecution Unit, Leisure and Cultural Services Department

甲部(由持牌人填寫)

Part A (to be completed by Licensee)

(1) 持牌人姓名 (中文) \_\_\_\_\_ (\*先生 / 女士)  
Name of Licensee (in Chinese)

(英文)  
(in English) (\*Mr/Ms)

(請用正楷填寫 Please complete in BLOCK letters)

(2) \*香港身份證 / 護照號碼  
\*Hong Kong Identity Card / Passport Number \_\_\_\_\_

(3) 本人欲申請將以下牌照轉讓予  
I wish to apply for the transfer of the following licence to :

擬議承讓入姓名 (中文) \_\_\_\_\_ (\*先生 / 女士)  
Name of Proposed Transferee (in Chinese)

(英文)  
(in English) (\*Mr/Ms)

(請用正楷填寫 Please complete in BLOCK letters)

(4) 牌照類別 \*桌球館 / 公眾保齡球場 / 公眾溜冰場  
Type of Licence \*Billiard Establishment / Public Bowling-Alley / Public Skating Rink

(5) 持牌處所名稱  
Name of Licensed Premises \_\_\_\_\_

(6) 持牌處所地址  
Address of Licensed Premises \_\_\_\_\_

(7) 電郵地址  
Email Address \_\_\_\_\_

(8) 本人在轉讓牌照後的通訊地址  
My correspondence address after the transfer of licence \_\_\_\_\_

(9) 本人在轉讓牌照後的電話號碼  
My telephone number after the transfer of licence \_\_\_\_\_

本人已閱悉關於在轉讓遊樂場所牌照申請表內填報個人資料的目的說明載於(「申請人須知」),並完全明白其內容。如本人日後就是項申請提出任何更改,本人須以書面通知康樂及文化事務署及擬議承讓入。

I have read and fully understood the Statement of Purposes for Collection of Personal Data (at "Notes to Applicants") in connection with Application for Transfer of Places of Amusement Licence. Should I propose any subsequent change to this application, I shall notify the Leisure and Cultural Services Department and the proposed transferee in writing.

持牌人簽署  
Signature of Licensee

申請日期  
Date of Application

\* 請刪去不適用者  
\* Please delete where appropriate

乙部(由擬議承讓人填寫)

Part B (to be completed by the Proposed Transferee)

(1) 擬議承讓人姓名 (中文)  
Name of Proposed Transferee (in Chinese) \_\_\_\_\_ (\*先生 / 女士)

(英文)  
(in English) (\*Mr/Ms) \_\_\_\_\_

(請用正楷填寫 Please complete in BLOCK letters)

(2) \*香港身份證 / 護照  
號碼  
\*Hong Kong Identity Card  
/ Passport Number

(3) 職業  
Occupation

(4) 地址  
Address

住址 Residential Address	*通訊 / 辦事處地址 *Correspondence / Office Address

(5) 電話號碼  
Telephone Number

流動電話  
Mobile Telephone: \_\_\_\_\_

辦事處電話  
Office Telephone: \_\_\_\_\_

(6) 我願意成為以下牌照的持牌人：  
I am willing to be the holder of the following licence:  
牌照類別

\*桌球館 / 公眾保齡球場 / 公眾溜冰場

Type of Licence

\*Billiard Establishment / Public Bowling-Alley / Public Skating Rink

(7) 持牌處所名稱  
Name of Licensed Premises \_\_\_\_\_

(8) 持牌處所地址  
Address of Licensed Premises \_\_\_\_\_

本人已閱悉關於在轉讓遊樂場所牌照申請表內填報個人資料的目的說明(「申請人須知」),並完全明白其內容。如本人日後就是項申請提出任何更改,本人須以書面通知康樂及文化事務署及持牌人。

I have read and fully understood the Statement of Purposes for Collection of Personal Data (at "Notes to Applicants") in connection with Application for Transfer of Places of Amusement Licence. Should I propose any subsequent change to this application, I shall notify the Leisure and Cultural Services Department and the licensee in writing.

\_\_\_\_\_  
擬議承讓人簽署  
Signature of Proposed Transferee

\_\_\_\_\_  
申請日期  
Date of Application

丙部 繳費  
Part C Payment

請在下列適當方格內加上「✓」號。Please put a "✓" in the appropriate box below.

親身到康樂及文化事務署總部以現金或支票方式繳費;或  
Pay by cash or cheque in person at Leisure and Cultural Services Headquarters; or

使用「一般繳款單」繳費(詳細請參閱「申請人須知」)。  
Make payment with "General Demand Note" (please refer to the "Notes to Applicants" for details).

\* 請刪去不適用者

\* Please delete where appropriate

**RESTRICTED (PERSONAL DATA)**

To: Leisure and Cultural Services Department

Address of the Licensed Premises : \_\_\_\_\_

Type of Licence: \_\_\_\_\_

I am now \*applying for/applying for transfer of a \*Billiard Establishment Licence/Public Bowling-Alley Licence/Public Skating Rink Licence in respect of the \*Billiard Establishment/Public Bowling-Alley/Public Skating Rink at the above address. I understand that in the course of processing my application for or application for transfer of the licence, you will provide the Police with my personal information for checking whether I have any criminal records. In order not to affect the progress of my application, I agree that you can provide the Police with my personal information for the aforesaid checking purpose. Your prompt action in processing my application is appreciated.

Signature of the Applicant: \_\_\_\_\_

Name of the Applicant: \_\_\_\_\_

Identity Card No.: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_

Date: \_\_\_\_\_

\* Please delete as appropriate

康樂及文化事務署  
LEISURE AND CULTURAL SERVICES DEPARTMENT

轉讓遊樂場所牌照申請表  
Application for Transfer of Places of Amusement Licence

申請人須知 Notes to Applicants

(1) 有關《個人資料（私隱）條例》（第486章）的須知  
Notes Regarding the Personal Data (Privacy) Ordinance (Cap. 486)

(a) 收集資料的目的 Purposes of Collection

經這份申請表填報的個人資料，將由發牌當局用於下列用途：  
The personal data provided by means of this form will be used by the Licensing Authority for the following purposes:

- (i) 處理向發牌當局申請簽發遊樂場所牌照的相關事宜；以及  
carrying out activities relating to the applications for the grant of Places of Amusement Licence made to the Licensing Authority; and
- (ii) 方便發牌當局職員和其他政府部門的職員與申請人聯絡。  
facilitating communication among staff of the Licensing Authority, other government departments and the applicant.

申請人透過本申請表提供個人資料，純屬自願。不過，若申請人未能提供足夠的資料，則發牌當局可能無法處理有關牌照的申請。

The provision of personal data by means of this form is voluntary. However, if the applicant fails to provide sufficient information, the Licensing Authority may not be able to process the application of the licence.

(b) 獲轉授資料的機構類別 Types of Transferees Receiving the Data

在本申請表填報的資料可能會被轉交其他政府部門和機構，以達致上文第1段所載的目的。這些個人資料亦會向其他政府部門披露以作執法用途。

The personal data provided in this form may be disclosed to other government departments and agencies in pursuance of the purposes mentioned in paragraph 1 above. The personal data may also be disclosed to other government departments for law enforcement purposes.

(c) 查閱個人資料 Access to Personal Data

根據《個人資料（私隱）條例》（第486章）第18條、第22條及附表1第6原則的規定，申請人有權要求查閱和更改所提供的個人資料。查閱的權利包括有權索取在本申請表內所填報的個人資料副本乙份。

Applicants have the right of 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 (Cap. 486). The right of access includes the right to obtain a copy of the personal data provided in this form.

(d) 查詢 Enquiries

如對經由本申請表所收集的個人資料有任何疑問，包括要求查閱和更改資料，可向下述辦事處的主管人員提出。Enquiries concerning the request for access to and correction of the personal data collected by means of this form should be addressed to the officer-in-charge of the following office:

牌照及檢控小組	Licensing and Prosecution Unit
新界沙田排頭街1-3號康樂及文化事務署總部9樓	9/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, New Territories
電話號碼: 2601 8799	Telephone Number: 2601 8799
電郵地址: lpu@lcsd.gov.hk	E-mail Address: lpu@lcsd.gov.hk

(2) 申請人須年滿十八歲。  
The applicant should be aged 18 or above.

(3) 申請人須將填妥的轉讓遊樂場所牌照申請表及擬議承讓人的香港身份證或護照副本送交康樂及文化事務署。  
The applicant shall complete and return the Application for Transfer of Places of Amusement Licence with a copy of the Proposed Transferee's Hong Kong Identity Card / Passport to the Leisure and Cultural Services Department.

(4) 繳費 Payment

- (a) 親身到康樂及文化事務署總部以現金或支票方式繳費；或  
Pay by cash or cheque in person at Leisure and Cultural Services Headquarters; or
- (b) 使用「一般繳款單」繳費。  
Make payment with “General Demand Note”.

(5) 使用「一般繳款單」繳費方法 Make payment with “General Demand Note”

- (a) 銀行自動櫃員機 By Bank Automated Teller Machine (ATM)
- (b) 「繳費靈」 By “PPS”
- (c) 網上繳款 Through the Internet
- (d) 電話理財 By Phone Banking
- (e) 電子支票支付網站 Through “Pay e-Cheque” portal
- (f) 轉數快 Through the Faster Payment System (FPS)
- (g) 郵寄繳款 By post
- (h) 親身繳費 In person
  - (i) 郵政局 At post office
  - (ii) 便利店 At convenience store

有關詳情，請瀏覽庫務署網站 <http://www.try.gov.hk>。

For details, please visit the Treasury’s website <http://www.try.gov.hk>.