

PERSONAL DATA / 個人資料



Police Licensing Office

File No.: CP LIC P_____

Notification of Amendment of a Massage Establishments Licence

To: Commissioner of Police

I _____
(name of licensee / licence transferee in English) (name in Chinese, if any)

hereby give notice of **AMENDMENT** of _____

(please specify the proposed amendment)

in respect of a licensed massage establishment which is:-

English Name of Massage Establishment (if any): _____

Chinese Name of Massage Establishment (if any): _____

Address of the Massage Establishment in English (if any):
(exact address including floor, and flat / shop / unit number as appropriate) _____

Address of the Massage Establishment in Chinese (if any):
(exact address including floor, and flat / shop / unit number as appropriate) _____

**please delete as appropriate*

(A/T 2021)

Types of Amendments

(1) **Amendment to Layout:** _____

(Please specify and provide a copy of the proposed floor plan which is drawn to scale and endorsed by an authorized person.)

(2) **Change of Name of Massage Establishment:** _____

(Please specify and provide a copy of the Business Registration Certificate and/or the Certificate of Incorporation and a copy of sketch of the proposed shop sign. If it is a sign board, please also indicate the location where it will be erected for advertisement.)

(3) **Change to Permitted Operating Hours:** _____

(Please specify and provide a copy of relevant supporting documents, if any. Please also state your new duty hours to stay at the massage premises for any changes.)

(4) **Extension of Premises of Massage Establishment:** _____

(Please specify and provide a copy of the floor plan which is drawn to scale and endorsed by an authorized person. If planning permission is required, please also provide a copy of the approval letter given by the Town Planning Board.)

(5) **Change of Ownership / Director(s) of the Massage Establishment:**

(Please provide a copy of relevant supporting documents.)

(a) Types of change:

- Transfer of ownership to licensee / licence transferee
- Transfer of ownership to another individual
- Transfer of ownership to a partnership
- Transfer of ownership to a body corporate
- Change of director(s)

**please delete as appropriate*

(A/T 2021)

(b) Details of new ownership / director(s):

Another Individual

(Please provide a copy of relevant supporting documents.)

(i) Name in full: Mr. / Mrs. / Ms. _____
(English)

(Chinese, if any)

(ii) Correspondence / Residential Address: _____

Partnership

(Please provide a copy of relevant supporting documents.)

(i) Partnership Formation Date: _____

(ii) Personal Particulars of Partners:

Name (in English and in Chinese)	Correspondence / Residential Address	Percentage of Shares

Body Corporate

(Please provide a copy of the Certificate of Incorporation and Memorandum and Articles of Association.)

(i) Company Name (in English and in Chinese): _____

(ii) Address of Registered Office (in English and in Chinese): _____

**please delete as appropriate*

(A/T 2021)

(iii) Date and Place of Incorporation: _____

(iv) Personal Particulars of Directors:

Name (in English and in Chinese)	Correspondence / Residential Address	Percentage of Shares

Change of Director(s)

(Please provide a copy of relevant supporting documents.)

Name (in English and in Chinese)	Correspondence / Residential Address	Percentage of Shares

(6) Change of Business Mode

(a) Target customer group to be changed to:-

- Male only
- Female only
- Both Male and Female

(b) Change in percentage of male and female staff providing massage services:

- Male (from approximately ____% to ____%)
- Female (from approximately ____% to ____%)

**please delete as appropriate*

(A/T 2021)

- (c) Method of providing massage services to be changed to:-
- Masseur to female customers
 - Masseur to male/female customers
 - Masseuse to male customers
 - Masseuse to male/female customers
 - Blind or partially-sighted masseur to female customers
 - Blind or partially-sighted masseur to male/female customers
 - Blind or partially-sighted masseuse to male customers
 - Blind or partially-sighted masseuse to male/female customers
 - Others: _____
(please specify)

- (d) Type of massage services provided to be changed to:-
- Sauna
 - Spa
 - General Body Massage
 - Skin and Beauty Centre
 - Ladies Recreation
 - Massage Service for Members and Guest Only
 - Foot Massage
 - Acupressure
 - Facial Massage
 - Others: _____
(please specify)

****please delete as appropriate***

(A/T 2021)

(7) Change of Masseurs/Masseuses Uniform:

(Please specify and provide a set of photos of the current uniform and the proposed changes.)

(8) Change of Company Name Holding the Massage Establishment:

New Company Name (in English and in Chinese):

(Please provide a copy of the Business Registration Certificate and/or the Certificate of Incorporation.)

(9) Change of Management Structure:

(Please provide a copy of relevant supporting documents.)

Name (in English and in Chinese)	Correspondence/Residential Address	Post

(10) Other Amendments:

(Please specify and provide a copy of relevant supporting documents if any.)

Signature of Applicant : _____

Name in BLOCK Letters : _____

Hong Kong Identity Card Number : _____

Date : _____

**please delete as appropriate*

(A/T 2021)

Required Documents for Notification of Amendment of a Massage Establishments Licence

For Amendment to Layout

1. Copy of the revised layout plan which are drawn to suitable scale (1:50 or 1:100) with all the dimensions of the premises and the exit routes/doors marked thereon and proposed amendments highlighted and endorsed by an authorized person showing:
 - all internal partitions, screens, doors and the like and the materials used or intended to be used for their construction;
 - the construction material of any proposed partition walls;
 - the fire resisting period (FRP) of the proposed fire resisting partitions and doors;
 - the width of all exit doors for the massage establishment and exit door for all rooms;
 - the use of each part and each room of the massage establishment;
 - the dimensions of each such part;
 - the locations of fire-fighting equipment;
 - the manner in which areas designed for massage treatment will be open to general view;
 - the exact locations of furniture (also dimension for large and fixed furniture);
 - the exact positioning of all massage beds/chairs and their three sides dimensions for fire escape;
 - the number of all massage rooms;
 - the exact location of all light fittings in massage rooms; and
 - a sketch of the massage room door with size and pattern of the door window.

The plan should be coloured so as to clearly indicate the proposed amendments. The copy of layout plan must be signed by the applicant certifying that it is a true copy of the layout plan, and must bear full details of such authorized person who should endorse on the copy. The applicant is also required to submit another 4 signed copies of the revised layout plan in person or by mail to Police Licensing Office, Hong Kong Police Force, 12/F, Arsenal House, Police Headquarters, 1 Arsenal Street, Wan Chai, Hong Kong.

For Extension of Premises of Massage Establishment

2. Copy of the layout plan including the existing portion which are drawn to scale (1:50 or 1:100) with all dimension of the premises and the exit routes/doors marked thereon and proposed amendments highlighted and endorsed by an authorized person showing:
 - all internal partitions, screens, doors and the like and the materials used or intended to be used for their construction;
 - the construction material of any proposed partition walls;
 - the fire resisting period (FRP) of the proposed fire resisting partitions and doors;
 - the width of all exit doors for the massage establishment and exit door for all rooms;

- the use of each part and each room of the massage establishment;
- the dimensions of each such part;
- the locations of fire-fighting equipment;
- the manner in which areas designed for massage treatment will be open to general view;
- the exact locations of furniture (also dimension for large and fixed furniture);
- the exact positioning of all massage beds/chairs and their three sides dimensions for fire escape;
- the number of all massage rooms;
- the exact location of all light fittings in massage rooms; and
- a sketch of the massage room door with size and pattern of the door window.

The plan should be coloured so as to clearly indicate the proposed amendments. The copy of layout plan must be signed by the applicant certifying that it is a true copy of the layout plan, and must bear full details of such authorized person who should endorse on the copy. The applicant is also required to submit another 4 signed copies of the layout plan including the existing portion and proposed area in person or by mail to Police Licensing Office, Hong Kong Police Force, 12/F, Arsenal House, Police Headquarters, 1 Arsenal Street, Wan Chai, Hong Kong.

3. Copy of the tenancy agreement (new part) (if any)
4. Copy of the approval letter from the Town Planning Board in respect of planning permission for the new part

For Change of Name of Massage Establishment

5. Copy of a sketch of the sign which will be erected to advertise the massage establishment (The sketch must indicate the wording, size and materials to be used in respect of the sign. If the sign is to be illuminated, the applicant is required to indicate the method of illumination.)

The copy must be signed by the applicant certifying that it is a true copy of the sign.

6. Copy of a sketch showing the location of the sign which will be erected to advertise the massage establishment

The copy must be signed by the applicant certifying that it is a true copy of the sign.

7. Copy of the Business Registration Certificate and/or the Certificate of Incorporation

For Change to Permitted Operating Hours

8. Copy of relevant supporting documents

For Transfer of Ownership / Change of Director(s) of the Massage Establishment

Transfer of ownership to another individual / Another individual to be a new director

9. Copy of relevant supporting documents

Transfer of ownership to a partnership

10. Copy of relevant supporting documents

Transfer of ownership to a body corporate

11. Copy of the Certificate of Incorporation and Memorandum and Articles of Association

Change of Director(s)

12. Copy of relevant supporting documents

For Change of Masseurs/Masseuses Uniform

13. A set of photographs of the current staff uniform and the proposed changes

For Change of Management Structure

14. Copy of relevant supporting documents

For other amendments

15. Amendment details and copy of relevant supporting documents (if any)

To: Commissioner of Police

Application for a Massage Establishment 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. : _____ ()
Passport No. : _____
Chinese Commercial Code Nos. : _____ / _____ / _____
Place of Birth : _____

Signature : _____

Date : _____

致：警務處處長

申請按摩院牌照
- 授權書 -

本人_____現授權警務處處長，或其代表，向警察牌照課發放任何及全部有關本人的刑事判罪紀錄的所有資料，以及向任何第三者索取及 / 或查詢任何及全部有關本人的資料，作為調查 / 或執行任何與本人的牌照有關的事宜之用。

本人的個人資料如下: -

姓名 : _____
出生日期 : _____
香港身分證編號 : _____ ()
中文商業電碼 : _____ / _____ / _____
出生地點 : _____

簽署 : _____

日期 : _____

Notes for Applicant

申請人須知

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

申請人必須填妥並簽署上述授權書，以便本處可全面評估有關申請。

APPLICATION FOR A MASSAGE ESTABLISHMENT LICENCE
申請按摩院牌照

PROVISION OF PERSONAL DATA
提供個人資料

Purpose of Collection 收集資料的目的

- (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 Massage Establishment Licence under the Massage Establishment Ordinance, Cap. 266.
香港警務處會把申請表上填報的個人資料，作下列用途：辦理申請人根據《按摩院條例》(第 266 章) 而提出的按摩院牌照申請/記錄存檔/更新記錄/現階段及日後的一切調查工作，以及處理有關的發牌條件和執法工作。
- (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.
在本表格上提供個人資料，純屬自願性質。若資料不足，本處可能無法辦理你的申請/更新你的記錄。
- (3) Any material falsification or omission of information may result in the Commissioner's refusal to give approval.
若虛報或漏報重要資料，警務處處長可拒絕有關申請。

Classes of Transferees 獲轉授資料的機構的類別

- (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.
本處可能會向其他部門及公營或私營機構披露表格上填報的個人資料，以作上文所載的用途。

Access to Personal Data 查閱個人資料

- (5) You have a right of access and correction with respect to personal data as provided 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.
根據《個人資料(私隱)條例》第十八及第二十二條和附表一的第六原則，你有權查閱和更正個人資料，包括有權索取表格上填報的個人資料副本乙份。

Enquiries 查詢

- (6) Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:
如對本表格所收集的個人資料有任何疑問，包括申請查閱和更正資料，請向下列人員查詢：

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

香港灣仔
軍器廠街一號
警察總部
警政大樓十二及十三樓
香港警務處牌照課
行政主任(牌照)
電話: 2860 2973

