

PERSONAL DATA — 个人资料



SCHEDULE 1 附表 1

[regs. 2, 3 & 5]
[第 2、3 及 5 条]

Form 1 表格 1

[reg. 2]
[第 2 条]

Application No.
申请书编号

Massage Establishments Ordinance 按摩院条例

(Chapter 266)
(第 266 章)

MESSAGE ESTABLISHMENTS REGULATIONS 按摩院规例

To the Commissioner of Police
致：警务处处长

APPLICATION FOR THE ISSUE/RENEWAL OF A MESSAGE ESTABLISHMENTS LICENCE 申请发给按摩院牌照/按摩院牌照续期

I hereby apply for a licence to
本人 现申请在
operate a massage establishment at
经营按摩院的牌照。

In support of my application I submit the following information and particulars—
本人谨呈交下列资料及详情，以支持本人的申请——

Part I 第 I 部

PERSONAL DETAILS OF APPLICANT 申请人的个人详细资料

1. Name (in English and in Chinese)
姓名(英文及中文)
.....
2. Identity Card No. (C.C.C. No.)
身分证号码 (中文商用电码)
3. Residential address
住址
..... (Telephone No.)
(电话号码)

4. Business address
商业地址

..... (Telephone No.)
(电话号码)

5. Date and place of birth
出生日期及地点

6. Nationality
国籍

Note : If you are not a Hong Kong permanent resident, you are required to attach proof of entitlement to take up employment in Hong Kong.

注意：如申请人并非香港永久性居民，则须随附有权在香港受雇的证明。

7. Indicate by deleting as necessary whether you are literate in—
请删去不适用者，以说明申请人所通晓的语言——

(a) the Chinese language only;
只通晓中文;

(b) the English language only; or
只通晓英文; 或

(c) both the Chinese language and the English language.
通晓中文及英文两种语言。

BUSINESS DETAILS

业务详细资料

8. Name (in English and in Chinese) of the proposed massage establishment
拟开设的按摩院名称(英文及中文)

9. Address of the proposed massage establishment (including floor, and flat/shop/unit number as appropriate)
拟开设的按摩院地址(包括层数以及座/店铺/单位号数，视何者适用而定)

10. Indicate by deleting as necessary whether the proposed massage establishment will be in premises that are—
请删去不适用者，以说明拟开设的按摩院所在的处所是——

(a) a wholly commercial building;
一幢全商业建筑物;

(b) a wholly residential building; or
一幢全住宅建筑物; 或

(c) a mixed commercial and residential building.
一幢商住两用建筑物。

11. If the premises is a mixed commercial and residential building is there direct access from the commercial to the residential area?

如该处所是一幢商住两用建筑物，供商业用的地方是否可直接通往供宅用的地方?

YES/NO
是/否

12. Indicate by deleting as necessary whether you are—
请删去不适用者，以说明申请人是拟开设按摩院所在的处所——

(a) the owner of the premises in which the massage establishment will be situated;
拥有人;

(b) the principal tenant of such premises; or
主租客; 或

(c) a sub-tenant of such premises.
分租客。

13. If you are not the owner of such premises, you are required to supply the owner's name and address, and details of any agent through whom the owner may be contacted—

如申请人并非该处所的拥有人，则须提供拥有人的姓名或名称及地址，以及可藉以与拥有人联络的代理人的详细资料——

(a) Name of owner (in English and in Chinese)
拥有人姓名或名称(英文及中文)

Address
地址

(b) Name of agent of owner (in English and in Chinese)
拥有人的代理人姓名或名称(英文及中文)

Address
地址

14. Indicate by deleting as necessary whether the massage establishment will be owned by—

请删去不适用者，以说明该按摩院将由何人拥有——

(a) you;
申请人；

(b) another individual;
另一个别人士；

(c) a partnership; or
合伙；或

(d) a body corporate.
法人团体。

15. If the massage establishment is to be owned by another individual you are required in respect of that individual, to supply name in English and in Chinese, CCCs if applicable, Hong Kong Identity Card number, residential and business addresses and telephone numbers—

如该按摩院将由另一个别人士拥有，申请人须提供该个别人士的中英文姓名、中文商用电码(如适用的话)、香港身份证号码、住址、商业地址、住宅电话号码及商业电话号码——

.....
.....
.....
.....

16. If the massage establishment is to be owned by a partnership you are required to state—

如该按摩院将由任何合伙拥有，则申请人须说明——

(a) The date the partnership was formed
该合伙成立的日期

(b) Details of partners:
各合伙人的详细资料:

	Name (in English and in Chinese) 姓名 (英文及中文)	Identity Card No. 身份证号码	Date of birth 出生日期	Residential address and contact telephone number 住址及联络 电话号码
(1)
(2)
(3)
(4)

17. If the massage establishment is to be owned by a body corporate you are required to state—
如该按摩院将由法人团体拥有，则申请人须说明——

- (a) Company name
公司名称
- (b) Registered office
注册办事处地址
- (c) Date and place of incorporation
成立为法团的日期及地点
- (d) Details of directors:
各董事的详细资料:

	Name (in English and in Chinese) 姓名 (英文及中文)	Identity Card No. 身份证号码	Date of Birth 出生日期	Residential address and contact telephone number 住址及联络 电话号码
(1)
(2)
(3)
(4)

18. In respect of each bank at which an account is maintained or is intended to be maintained in connection with the operation of the massage establishment you are required to state—
凡在银行就该按摩院的经营而已开设或拟开设帐户者，申请人须就每一有关银行说明——

	Name and address of bank 银行名称及地址	Account No. 帐户号码	Date Account opened 开户日期
(1)
(2)
(3)
(4)

19. If any person is to be employed as a manager, assistant manager or in any way assist you in the management of the massage establishment you are required to provide—
如雇用任何人为经理、助理经理、或不论以任何方式协助申请人管理该按摩院，则申请人须提供该等人士的下述资料——

	Name (in English and in Chinese) 姓名 (英文及中文)	Identity Card No. 身份证号码	Date of Birth 出生日期	Residential address and contact telephone number 住址及联络 电话号码	Nature of employment 受任性质
(1)
(2)
(3)
(4)

OTHER INFORMATION

其它资料

20. (a) Have you ever previously applied for a massage establishment licence? YES/NO
申请人以前是否曾经申请按摩院牌照? 是/否

(b) If "Yes" state—
如“是”请说明——

(i) Date of application
申请日期

(ii) Name and address of the premises in respect of which application was made_____

申请作按摩院用途的处所名称及地址

(iii) Whether the application was successful? YES/NO
申请是否获批准? 是/否

21. (a) Have you ever been convicted in Hong Kong or elsewhere for any offence (except a traffic offence for which you were fined \$1,000 HK Dollars or its equivalent in other currencies or less and did not suffer the loss of your driving licence)? YES/NO
申请人是否曾经在香港或其它地方就任何罪行被定罪(但不包括犯交通罪行而处以罚款港币\$1,000 或相等的其它货币或少于此数, 且没有被吊销驾驶执照者)? 是/否

(b) If "Yes" state—
如“是”请说明——

	Date of hearing 聆讯日期	The Offence 罪行	Penalty (if any) imposed 所施加的刑罚 (如有的话)	Court which tried the offence 审理该罪行的法庭
(1)
(2)
(3)
(4)

Note : The provisions in section 2 of the Rehabilitation of Offenders Ordinance (Chapter 297) do not by reason of section 4 of that Ordinance apply to proceedings related to a person's suitability to be granted or to continue to hold a licence. No conviction will be regarded as 'spent' and details of all convictions must therefore be included.

注意 : 《罪犯自新条例》(第 297 章)第 2 条的条文, 并不因该条例第 4 条而适用于与任何人是否适宜获批给牌照或继续持有牌照有关的法律程序。所有定罪均不会视为‘已失时效’, 故所有定罪的详细资料均须填报。

Part II
第 II 部

DOCUMENTS TO BE SUBMITTED BY APPLICANT

申请人须呈交的文件

22. You are required to submit, together with this application, the following documents—

申请人须连同本申请书一并呈交下列文件——

- (a) 2 recent passport size photographs of yourself;
申请人护照尺寸的近照 2 张;
- (b) a copy of the Occupation Permit issued by the Building Authority in respect of the premises where the proposed massage establishment will be situated;
建筑事务监督就拟开设的按摩院所在的处所而签发的占用许可证副本;
- (c) 3 copies of a floor plan of the proposed massage establishment showing—
拟开设的按摩院的楼面平面图副本 3 份, 该图则须显示——
 - (i) all internal partitions, screens, doors and the like and the materials used or intended to be used for their construction;
所有室内间隔、围屏、门等设备, 以及用于或拟用于该等设备的建筑材料;
 - (ii) to what use each part of the massage establishment will be put;
按摩院各部分将作何用途;
 - (iii) the dimensions of each such part;
按摩院各部分的尺寸;
 - (iv) the locations of fire-fighting equipment; and
灭火设备的位置; 及
 - (v) the manner in which areas that are to be designated for massage treatment will be open to general view;
指定作按摩用途的地方公开给一般人见到的方式。

Note: (1) Each copy must be signed by you certifying that it is a true copy of the floor plan.

注意: 每份副本须由申请人签署, 以核证其为楼面平面图的真实副本。

(2) In the case of—

如属——

(a) new applications; and

新申请; 及

(b) applications for renewal which involve structural alterations to the premises,

续牌申请而涉及处所的结构更改,

you are also required under the Buildings Ordinance (Chapter 123) to submit plans through an 'authorized person' to the Building Authority for approval.

则根据《建筑物条例》(第 123 章)的规定, 申请人亦须将图则经由一名‘认可人士’而呈交建筑事务监督批准。

(d) 3 copies 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 you are required to indicate the method of illumination;

将会竖立的按摩院广告招牌的草图则本 3 份。该草图须说明该招牌的用字、尺寸及所用材料。该招牌如有照明, 申请人须说明照明的方法;

Note: Each copy must be signed by you certifying that it is a true copy of the sign.

注意: 每份副本须由申请人签署, 以核证其为该招牌草图的真实副本。

(e) 3 copies of a sketch showing the location of the sign referred to in (d);

显示 (d) 所提述的招牌的位置的草图副本 3 份;

Note: Each copy must be signed by you certifying that it is a true copy of the sign.

注意: 每份副本须由申请人签署, 以核证其为该招牌草图的真实副本。

(f) if the massage establishment is to be owned by a partnership, a copy of the partnership agreement and business registration certificate of that partnership; and

如该按摩院将由任何合伙拥有, 则该合伙的合伙协议及商业登记证副本; 及

(g) if the massage establishment is to be owned by a body corporate, a copy of the Certificate of Incorporation issued by the Registrar of Companies.

如该按摩院将由任何法人团体拥有, 则由公司注册处处长所签发的公司注册证书副本。

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：警务处处长

申请按摩院牌照
- 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资料，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 : _____ / _____ / _____
出生地点 : _____

签署 : _____

日期 : _____

Notes for Applicant

申请人须知

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

APPLICATION FOR A MASSAGE ESTABLISHMENT LICENCE
申请按摩院牌照

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 Massage Establishment Licence under the Massage Establishment Ordinance, Cap. 266.
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《按摩院条例》(第266章)而提出的按摩院牌照申请/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》第十八及第二十二條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 6527

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 6527

个人资料 / PERSONAL DATA



警务处牌照课

档号： CP LIC P _____

申请转让按摩院牌照

补充资料

(根据《按摩院条例》(第 266 章)的规定而提出)

(这份补充资料须一式两份呈交)

第一部： 由牌照转让人填写

本人 _____
(转让人英文姓名) (中文姓名)

现申请把按摩院牌照 (该牌照将会在 _____ 前届满) 转让给
(日期)

(承让人英文姓名) (中文姓名)

该所按摩院的资料如下 :-

按摩院的英文名称 (如有): _____

按摩院的中文名称 (如有): _____

按摩院的英文或中文地址: _____
(正确地址包括: 层数及座数 / 商铺号码 / 单位编号) (视适用者而定)

转让牌照的原因

- (i) 移居外地

请注明 日期 / 国家 (地方) _____

(请提供有关的证明文件副本)

- (ii) 健康问题

- 请详述有关疾病: _____

- 甚么时候(日期)得悉罹患该疾病: _____

- 已接受/正接受 下列 治疗/外科手术: -

(如具有有关的证明文件, 包括入院记录等, 请拟备副本, 随这份资料一并呈交)

- (iii) 需要处理其它事务

- 请详细说明要处理的事务: _____

- 甚么时候开始处理该项事务: _____

- 预计处理该项事务所需的时间: _____

(请提供有关的证明文件副本)

- (iv) 其它原因 : (请说明)

(请提供有关的证明文件副本)

牌照转让人签署 : _____

姓名(请清楚书写) : _____

香港身分证编号 : _____

日期 : _____

请在适当的□上加上√号

第二部：由牌照承让人填写

本人 _____
(承让人英文姓名) (中文姓名)

现申请 **承让** 下列持牌人的按摩院牌照 :-

_____ (转让人英文姓名) _____ (中文姓名)

现呈报下列资料，供贵处办理这份申请用：

(A) 个人资料

(承让人如无异议，可提供身分证明文件副本两份)

- (1) *香港永久性居民身分证持有人 / 香港居民身分证持有人
(若非香港永久性居民，请夹附获准在港就业的证明文件的副本两份，连同这份资料一并递交。)

此栏只供本处人员填写

申请人是否拒绝呈交香港身分证影印本？ *是 / 否

如答「是」者，本处人员请查核其香港身分证，并填上下列资料：

_____ (查核人员的姓名) _____ (职衔) _____ (署名和日期)

- (2) 其它联络方法: _____
(*手提电话/传呼机) (传真)

- (3) (i) 可操语言 / 方言 :-

广东话 普通话 英语

其它: _____
(请说明)

- (ii) 日后通信请用: -

中文 英文

* 请删去不适用的字句
请在适当的口上加上√号

(4) 现时的职业: _____

(5) 现时职业的聘用日期: _____

(6) 请详细填报你过去五年所担任的工作 :-

由	至	公司/机构名称	工作地点的详细地址	职衔

(如空位不足, 请另页填写)

(7) 你目前持有甚么牌照? (不包驾驶执照) * 有 / 无

(每个有效的牌照, 请提交副本两份)

牌照种类	牌照号码	获准的营业时间(如有)	牌照有效期

(如空位不足, 请另页填写)

(8) 你从前持有甚么牌照? (不包括驾驶执照) * 有 / 无

如答「是」者, 请详细说明 :-

(如空位不足, 请另页填写)

请在适当的□上加上√号

* 请删去不适用的字句

(9) 过去五年，你是否曾经持有牌照或曾是任何按摩院的拥有人/股东/董事？ * 是 / 否

如答「是」者，请于下表说明所担任的职衔、任期，以及放弃有关职位的原因：

按摩院名称	按摩院地址	职衔	任期	放弃有关职位的原因

(如空位不足，请另页填写)

(10) 你是否需要管理其它业务，或仍在其它公司担任职务？ *是/否

如答「是」者，请详细说明，并解释处理该等业务为何不会影响你充分和亲自管理拟设按摩院的能力。

(如空位不足，请另页填写)

(B) 按摩院的拥有权

(11) 请把下列不适用的部分删去: -

你是 * 该单位(即按摩院所在的处所)的 拥有人/股东/二房东/三房客/二房东的员工/
三房客的员工/拥有人的员工/股东的员工。

(12) 按摩院的 * 间隔设计 / 招牌(指示牌)名称 / 招牌(指示牌)内容 / 核准营业时间 /
处所范围 / 经营模式 是否有任何改变? * 是 / 否

如答「是」者，而且有关的改变将会在牌照转让时生效，那么，请一式两份填写按摩院牌照更改通知书，并连同这份转让牌照的补充资料一并呈交。

*** 请删去不适用的字句**

- (13) * 按摩院的拥有权或董事 / 男女按摩员的制服 / 按摩院所属公司的名称 / 管理架构
是否有任何改变 * 是 / 否

如答「是」者，而且有关的改变将会在牌照转让时生效，那么，请一式两份填写按摩院牌照更改通知书，并连同这份转让牌照的补充资料一并呈交。

(C) 申请人在按摩院的职责

- (14) 在拟设按摩院内*曾担任 / 担任 / 将会担任的职位。

- (15) 请填写你在按摩院内逗留的时间：

可分段填写： 由 ____--____ 时至 ____ 时 及
由 ____--____ 时至 ____ 时 。

- (16) 你将会在每周的哪一天放取例假？ _____

- (17) (i) 你是否会亲自接见和挑选雇员 *是 / 否

(ii) 如答「否」者，此项工作由谁负责？

(姓名)

(职衔)

*** 请删去不适用的字句**

(18) 在你外出期间，负责人(即负责管理按摩院的人)一职由谁担任？(如空位不足，请另页填写)

(i) _____
(姓名) (职衔) (工作时间：请注明时段)

(ii) _____
(姓名) (职衔) (工作时间：请注明时段)

牌照承让人签署 : _____

姓名(请清楚书写) : _____

香港身分证编号 : _____

日期 : _____

核对表 --- 下列文件必须随按摩院牌照转让申请书一并呈交：

牌照转让人

- 有關的證明文件副本兩份(以證明所述的轉讓原因)。

牌照承让人

- 申请书一式两份。
 - 补充资料一式两份。
 - 牌照承让人近照两帧 (护照相片的尺寸)。
 - 香港身分證副本两份 (如申请人同意提供)。
 - 获准在香港 就业的证明文件副本两份(假如牌照承让人不是香港永久性居民)。
 - 指派承让人为按摩院持牌人的正式委任状副本两份 (假如承让人不是按摩院其中一名 拥有人 / 合伙人 / 股东)。
 - 承让人持有的其它有效牌照，每个副本两份。
 - 新订的**租约副本两份(如有)。
 - 按摩院牌照更改通知书一式两份(假如按摩院的拥有权、间隔设计，或这份补充资料第 5 和 6 页第 13 与 14 栏所载的事项，在牌照转让时有任何改变)。
 - 其它：_____
- (请说明；每份文件须提供副本两份)

请在适当的□上加上√号