

# PERSONAL DATA/个人资料

## Request for Notice of Temporary Exemption

申请暂时豁免通知书

### Security and Guarding Services Ordinance

《保安及护衛服务条例》

Section 8(1) Chapter 460

第 460 章第 8(1)条

To : The Licensing Office, Hong Kong Police Force

致 : 香港警务处牌照课

I, (Name) \_\_\_\_\_ (in English) (Hong Kong Identity Card No. : \_\_\_\_\_)  
香港身分证号码

本人(姓名) \_\_\_\_\_ (中文)

hereby apply to the Commissioner of Police for the Notice of Temporary Exemption of Security Personnel Permit.  
现向警务处处长申请「暂时豁免通知书」。

Reasons for failure to renew security personnel permit during the specified period :

未能如期递交续期申请的原因 :

Correspondence Address :  
通讯地址

Telephone Number (Daytime) :  
联络电话(日间)

***One copy each of my identity card and security personnel permit are attached for your easy reference.  
随函附上本人身分证及保安人员许可证副本各一份，以供查阅。***

I hereby declare that the particulars given in this application, to the best of my knowledge and belief, are true in all details. I fully understand the duties and responsibilities of a security personnel and that any false or incomplete information provided in respect of this application may prejudice my application.

特此声明，就本人所知所信，申请表上填报的资料均全部属实。本人完全明白保安人员的职责，并且知道如提供虚假或不完整资料，申请可受影响。

Signature :  
签署

Date :  
日期

**REQUEST FOR NOTICE OF TEMPORARY EXEMPTION**  
**申请暂时豁免通知书**  
**- PROVISION OF PERSONAL DATA -**  
**提供个人资料**

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**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《保安及护衞服务条例》（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 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 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

香港湾仔  
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

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**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.

**填写须知**  
**暂时豁免通知书**  
**《保安及护衛服务条例》(第 460 章) 第 8(1) 条**

填写「暂时豁免通知书」申请表格前，请先细阅本文。

**(甲) 背景**

根据《保安及护衛服务条例》(第 460 章) 第 15 条，续期申请必须在保安人员许可证届满前三至六个月的一段期间内提出。逾期申请，概不受理。

由于牌照课不接纳逾期的续证申请，因此，有关人士只能重新申请保安人员许可证。另外，假如申请人的许可证仍未作废，牌照课便不会办理有关申请。然而，为了提高行政效率，申请人可于现有许可证届满前两星期，先行递交有关表格，以便牌照课人员于许可证届满后的第一个工作天办理有关申请。这类申请与其它新申请一样以完全相同的方式及按照当时的法例和政策办理。

欲于申请期间仍继续担任保安工作的申请人，可在递交有关表格时一并要求牌照课给予「暂时豁免」。

**(乙) 签发「暂时豁免通知书」的准则**

「暂时豁免通知书」自申请人提出要求当日或旧有许可证届满翌日起计的十四天内有效；符合下列准则的申请人，可获发此通知书：

- (1) 申请人于旧有许可证届满后的一个月內提出有关要求；以及
- (2) 具充分的理由，而且令警务处处长满意。

申请人可在豁免期內担任「暂时豁免通知书」上指定的保安工作。

至于许可证届满一个月后才重新申请「保安人员许可证」的人士，一律不会获发「暂时豁免通知书」；因此，这类申请人只需递交新的保安人员许可证申请表格。

**(丙) 所需文件**

- (1) 填妥的「暂时豁免通知书」申请表格；
- (2) 香港身分证影印本；
- (3) 保安人员许可证影印本(正背两面)；
- (4) 保安人员许可证申请表格(连同「暂时豁免通知书」申请表格一并递交)。

**(丁) 费用**

申请「暂时豁免通知书」无须缴费。

**(戊) 查询**

警务处牌照课查询电话：2860 6546

**Guidance Notes -  
Notice of Temporary Exemption  
Security and Guarding Services Ordinance  
Section 8(1) Chapter 460**

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Please read carefully before completing the form of 'Request for Notice of Temporary Exemption'.

**(A) Background**

According to Section 15 of Security and Guarding Services Ordinance, Cap. 460, applications for renewal of security personnel permit shall be made not earlier than 6 months before the permit is due to expire and not later than 3 months before the permit is due to expire. Applications for renewal made after this date could not be processed.

The alternative left to a late applicant is to re-apply for a new permit. The re-application could not be processed when the applicant holds a valid permit. For administrative efficiency, Police Licensing Office may accept new application **two weeks** before the expiry of the applicant's current permit. The application will be processed on the first working day after the expiry of the applicant's current permit. Consideration on such applications will be exactly the same as other new applications under the light of the legislation and policy prevailing at the time of the new application.

To facilitate continuation of security works of this kind of applicants during the processing of the new application, applicants may request for a "Temporary Exemption" when they submit their new application.

**(B) Criteria and Effect**

The applicant may be issued with a "Notice of Temporary Exemption" valid for 14 days from the day of request or the day following the expiry of the old permit if the applicant meets the following criteria :

- (1) the request is made within one month of the expiry of the old permit; and
- (2) a good reason is given to the satisfaction of the Commissioner of Police.

During this exempted period, the applicant may perform security works as specified in the Notice of Temporary Exemption.

Holder of an expired SPP re-applies for a new SPP later than one month of the expiry will not be considered for the issue of a Notice of Temporary Exemption. Therefore they should only submit new application for a Security Personnel Permit.

**(C) Documents Required**

1. Completed 'Request for Notice of Temporary Exemption' Form;
2. Copy of Hong Kong Identity Card;
3. Copy of both sides of Security personnel Permit;
4. 'Request for Notice of Temporary Exemption' must be submitted with New Application.

**(D) Fees**

No fees is required for 'Notice of Temporary Exemption'.

**(E) Enquires**

Police Licensing Office Enquiry Telephone Number : 2860 6546