



SECURITY AND GUARDING SERVICES INDUSTRY AUTHORITY
保安及護衛業管理委員會

**APPLICATION FOR VARIATION OF CONDITIONS OF SECURITY PERSONNEL PERMIT
UNDER THE SECURITY AND GUARDING SERVICES ORDINANCE (Chapter 460)**

根據《保安及護衛服務條例》（第 460 章）申請更改保安人員許可證條件

Please read the guidance notes before completing this application form.
Please complete the form in block letters, in either English or Chinese.
填寫本申請表前，請先閱讀指引。
請以中文或英文正楷填寫。

FOR OFFICIAL USE ONLY:

委員會專用:

DATE OF RECEIPT: _____

收件日期:

REF. NO.: _____ SGS/P/ _____

檔號:

Guidance Notes 指引

A. Information materials related to application for variation of conditions of Security Personnel Permit

有關申請更改保安人員許可證條件的資料

- (1) You **must** read the following materials before submitting the application:
在遞交申請表前必須細閱以下資料：
- (a) the Security and Guarding Services Ordinance, Chapter 460, and its subsidiary legislations; and
《保安及護衛服務條例》（第 460 章）及其附屬法例；以及
 - (b) Personal Information Collection Statement.
收集個人資料聲明。

B. Points-to-note when completing the application form

填表須知

- (2) Please complete all parts of the application form and provide as much details as possible.
申請表各部分均須填寫，並須盡量提供詳盡資料。
- (3) The application form should be duly signed.
申請表須簽署妥當。
- (4) Amendments to the information provided in the application form should be duly signed against by the applicant.
如申請表提供的資料曾作修改，申請人須於修改處旁邊簽署。
- (5) If the space provided is insufficient for filling in the information required, please continue on a separate sheet(s) and attach it/them to the application form. You should specify on this/these additional sheet(s) the question number to which your answer relates, and add your signature.
如空位不敷應用，請另加新頁續寫資料，然後夾附於申請表。新頁須列明有關資料所屬問題編號，經申請人簽署。
- (6) If the application form is downloaded from the website of the Security and Guarding Services Industry Authority (hereinafter referred to as “the Authority”), please add the signature of the applicant on each page.
如申請表是從保安及護衛業管理委員會（下稱“委員會”）網頁下載，申請人須在每頁簽署。

- (7) The applicant is warned that the making of any false or misleading statement or the furnishing of any false or misleading information in connection with the application may result in the refusal of the application for variation of permit condition, or the subsequent cancellation of the permit.
謹此告誡申請人，如就申請作出虛假或誤導聲明，或提供虛假或誤導資料，可被拒更改許可證條件或遭撤銷許可證。

C. How to submit an application

怎樣遞交申請

- (8) The applicant should forward the application form together with the following documents in person or by post to the Authority at **Room 408, Prince's Building, 10 Chater Road, Central, Hong Kong.**
申請人須親自或以郵遞方式把申請表連同下列文件送交委員會，地址為香港中環遮打道 10 號太子大廈 408 室。
- (a) a photocopy of the applicant's identity card;
申請人的身分證影印本；
 - (b) a photocopy of the applicant's security personnel permit (all pages); and
申請人的保安人員許可證（各頁）影印本；以及
 - (c) documentary support, if any, for the application.
有關申請的證明文件(如有的話)。

Warning Against Bribery: It is an offence under the Prevention of Bribery Ordinance (Chapter 201) 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.

防止賄賂警告：根據《防止賄賂條例》（第 201 章），任何人士就申請保安人員許可證事宜，索取、提供或接受利益，包括金錢和禮物，均屬違法。

Remarks: Please note that the Secretariat of the Authority will close on Saturdays, Sundays and Public Holidays and will not provide service when Black Rainstorm Signal or Typhoon Signal No. 8 or above is hoisted.

請注意：委員會秘書處於星期六、星期日及公眾假期休息，並於黑色暴雨警告訊號或八號或以上颱風訊號懸掛時暫停服務。

(The English version shall prevail whenever there is a discrepancy between the English and the Chinese versions.)

(中英文本如有差異，概以英文本為準。)

Application Form 申請表

I hereby apply to the Security and Guarding Services Industry Authority
for a variation of the conditions of the security personnel permit.
本人現向保安及護衛業管理委員會申請更改保安人員許可證條件。

1. Name of Applicant:

申請人姓名:

(English)
(英文)

Family Name Other Names
姓氏 名字

(Chinese)
(中文)

2. Chinese Commercial Code:

中文商用電碼:

3. Identity Document:

身分證明文件:

Type
類別

Number
號碼

4. Residential Address:

住宅地址:

Flat/Room
室

Block
座

Floor
層

Name of Building/Lot Number

大廈名稱/地段號碼

Number and Name of Street/Estate/Village

街道名稱及號碼/邨/村

HK/KLN/NT*
香港/九龍/新界*

District

地區

Tel. No.
電話號碼

5. Current Occupation

現時職業

6. Security Personnel

Permit No.

保安人員許可證號碼

* Delete as appropriate

請刪去不適用者

If space provided is insufficient, please continue on a separate sheet (see guidance note (5)).

如空位不敷應用，請另紙填寫(見指引(5))。

Declaration by Applicant 申請人聲明

I declare that the information in this application is true and correct to the best of my knowledge and belief. I understand that all information in this application will be passed to the Police and any knowingly false or incomplete information provided herein may jeopardize my application.

謹此聲明，據本人所知所信，本申請表內所提供的資料均屬真實無訛。本人明白，申請表內所有資料會轉交警方，明知而提供虛假失實或不全的資料，可導致申請被拒。

Signature of Application :
申請人簽署：

Date :
日期：

**Please make sure that you have enclosed the following to the application form:
請確定申請表已夾附下列文件:**

- a photocopy of the applicant's identity card;
申請人的身分證影印本；
- a photocopy of the applicant's security personnel permit (all pages); and
申請人的保安人員許可證（各頁）影印本；以及
- documentary support, if any, for the application.
有關申請的證明文件(如有的話)。

**SECURITY AND GUARDING SERVICES
INDUSTRY AUTHORITY
保安及護衛業管理委員會**

**Personal Information Collection Statement
收集個人資料聲明**

(in pursuance of the Personal Data (Privacy) Ordinance, Cap. 486)
(依據《個人資料(私隱)條例》(第486章))

Purpose of Collection 收集目的

1. **The personal data provided by means of this form, SGS 11, will be used by the Security and Guarding Services Industry Authority (hereafter referred to as “the Authority”) for the following purposes :**

保安及護衛業管理委員會(下稱“委員會”)會把你在本表格(編號SGS 11)提供的個人資料用於以下用途：

- carrying out activities relating to your application for renewal of security company licence made to the Authority under the Security and Guarding Services Ordinance, Cap. 460;
就你根據《保安及護衛服務條例》(第460章)向委員會申請保安公司牌照續期一事，進行有關的工作；
- carrying out activities relating to the said licence; and
進行與上述牌照有關的工作；以及
- facilitating communications among representatives of the Authority, Commissioner of Police, other government bureaux and departments, and yourself.
方便委員會、警務處處長、政府其他局和部門的代表和你聯絡。

The provision of personal data by means of this form is required pursuant to section 16(1) of the Security and Guarding Services Ordinance. If you do not provide sufficient information, we may not be able to process your application.

依據《保安及護衛服務條例》第16(1)條，你必須在本表格提供個人資料。如你沒有提供足夠資料，我們可能無法處理你的申請。

Class of Transferees 獲轉交資料的機構的類別

2. The personal data you provide by means of this form will be passed to the Commissioner of Police for the purpose of carrying out an investigation in respect of your application. Such data may also be disclosed to other government bureaux and departments for the purposes mentioned in paragraph 1 above.

你在本表格提供的個人資料會轉交警務處處長，以便就你的申請進行調查。這些資料亦可能向政府其他局和部門披露，作上文第1段所述用途。

Access to Personal Data 查閱個人資料

3. You have a right of access and correction with respect to personal data as provided for in 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 provided by this form.

根據《個人資料(私隱)條例》第18和第22條，以及附表1第6原則，你有權查閱和改正個人資料，包括有權索取你在本表格提供的個人資料副本。

Enquiries 查詢

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

如對透過本表格收集的個人資料有任何查詢，包括查閱和改正資料的要求，請與下述人士聯絡：

Executive Officer (Security & Guarding Services) 1
The Security and Guarding Services Industry Authority
Room 408, Prince's Building,
10 Chater Road,
Central, Hong Kong.
Tel : 2801 6482

香港中環遮打道10號
太子大廈408室
保安及護衛業管理委員會
行政主任(保安及護衛業)1
電話號碼：2801 6482