

# PERSONAL DATA/個人資料

## Request for Notice of Temporary Exemption

申請暫時豁免通知書

### Security and Guarding Services Ordinance

《保安及護衛服務條例》

Section 8(1) Chapter 460

第 460 章第 8(1)條

To : The Licensing Office, Hong Kong Police Force

致 : 香港警務處牌照課

I, (Name) \_\_\_\_\_ (in English) (Hong Kong Identity Card No. : \_\_\_\_\_)  
香港身分證號碼

本人(姓名) \_\_\_\_\_ (中文)

hereby apply to the Commissioner of Police for the Notice of Temporary Exemption of Security Personnel Permit.  
現向警務處處長申請「暫時豁免通知書」。

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

未能如期遞交續期申請的原因 :

Correspondence Address :  
通訊地址

Telephone Number (Daytime) :  
聯絡電話(日間)

***One copy each of my identity card and security personnel permit are attached for your easy reference.  
隨函附上本人身分證及保安人員許可證副本各一份，以供查閱。***

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.

特此聲明，就本人所知所信，申請表上填報的資料均全部屬實。本人完全明白保安人員的職責，並且知道如提供虛假或不完整資料，申請可受影響。

Signature :  
簽署

Date :  
日期

**REQUEST FOR NOTICE OF TEMPORARY EXEMPTION**  
**申請暫時豁免通知書**  
**- 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 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：辦理申請人按照《保安及護衛服務條例》（第460章）而提出的保安人員許可證申請 / 記錄存檔 / 更新記錄 / 現階段及日後的一切調查工作，以及執行有關的發證條件。
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 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，請聯絡下列辦事處人員：

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

香港灣仔  
軍器廠街一號  
警察總部  
警政大樓十二至十三樓  
香港警務處牌照課  
行政主任(牌照)  
查詢電話：2860 2973

---

**警告 Warning :**

- (i) **違例 :** 任何人士未取得有效的許可證，均不得為、答允為、自認是為或自認可為他人擔任保安工作，以賺取酬勞。違例者一經定罪，可被罰款一萬元及監禁三個月。

**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) **防止賄賂警告 :** 根據《防止賄賂條例》，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。

**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.

**填寫須知**  
**暫時豁免通知書**  
**《保安及護衛服務條例》(第 460 章) 第 8(1) 條**

填寫「暫時豁免通知書」申請表格前，請先細閱本文。

**(甲) 背景**

根據《保安及護衛服務條例》(第 460 章) 第 15 條，續期申請必須在保安人員許可證屆滿前三至六個月的一段期間內提出。逾期申請，概不受理。

由於牌照課不接納逾期的續證申請，因此，有關人士只能重新申請保安人員許可證。另外，假如申請人的許可證仍未作廢，牌照課便不會辦理有關申請。然而，爲了提高行政效率，申請人可於現有許可證屆滿前**兩星期**，先行遞交有關表格，以便牌照課人員於許可證屆滿後的第一個工作天辦理有關申請。這類申請與其他新申請一樣以完全相同的方式及按照當時的法例和政策辦理。

欲於申請期間仍繼續擔任保安工作的申請人，可在遞交有關表格時一併要求牌照課給予「暫時豁免」。

**(乙) 簽發「暫時豁免通知書」的準則**

「暫時豁免通知書」自申請人提出要求當日或舊有許可證屆滿翌日起計的十四天內有效；符合下列準則的申請人，可獲發此通知書：

- (1) 申請人於舊有許可證屆滿後的一個月內提出有關要求；以及
- (2) 具充分的理由，而且令警務處處長滿意。

申請人可在豁免期內擔任「暫時豁免通知書」上指定的保安工作。

至於許可證屆滿一個月後才重新申請「保安人員許可證」的人士，一律不會獲發「暫時豁免通知書」；因此，這類申請人只需遞交新的保安人員許可證申請表格。

**(丙) 所需文件**

- (1) 填妥的「暫時豁免通知書」申請表格；
- (2) 香港身分證影印本；
- (3) 保安人員許可證影印本(正背兩面)；
- (4) 保安人員許可證申請表格(連同「暫時豁免通知書」申請表格一併遞交)。

**(丁) 費用**

申請「暫時豁免通知書」無須繳費。

**(戊) 查詢**

警務處牌照課查詢電話：2860 6546

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

---

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