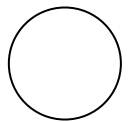


PERSONAL DATA / 個人資料



Application for Replacement of Security Personnel Permit or Change of Personal Particulars

Application No.
(Official Use Only) : _____

Note for Applicants

Please read the relevant information notes before completing the application form.

I hereby apply to the Commissioner of Police for the following item(s):-

Please “✓” the appropriate box(es):-

Replacement of Security Personnel Permit (HK\$95)	Change of Personal Particulars on Security Personnel Permit (HK\$155)	Change of Other Personal Particulars (Free of Charge)
<input type="checkbox"/> The permit has been lost	<input type="checkbox"/> Amendment of date of birth	<input type="checkbox"/> Amendment of address
<input type="checkbox"/> The permit has been damage	<input type="checkbox"/> Amendment of name	<input type="checkbox"/> Amendment of phone number
<input type="checkbox"/> The permit has been stolen	<input type="checkbox"/> Others (Please specify):	<input type="checkbox"/> Subscription of SMS Reminder Service
<input type="checkbox"/> The permit has been destroyed		<input type="checkbox"/> Cancellation of SMS Reminder Service

Name of Applicant: _____

Hong Kong Identity Card No.: _____

Telephone No.: _____

Residential Address:
(Effective Date) _____

- Option to Receive Permit:
(If applicable)
- Collect in person
 - Send to the above address (Proof of address attached)
 - Collect by an employer representative (Employer's letter attached)
 - Send to employer's address (Employer's letter with address attached)

Signature of Applicant: _____ Date of Application : _____

Official Use Only

New Imprint No. _____ Old Imprint No. : _____

Print Batch No. : _____ Receipt No. : _____

HONG KONG POLICE FORCE

Security and Guarding Services Ordinance (Chapter 460)

Application for Replacement of Security Personnel Permit or Change of Personal Particulars

Notes for Applicants

- 1) Before completing the application form, please read this Information Notes carefully.
- 2) Application form should be completed in either Chinese or English (block letters).

Application for Replacement

- 1) According to section 18A of the Security and Guarding Services Ordinance (“the Ordinance”), the Commissioner of Police (“the Commissioner”) may, if satisfied that any Security Personnel Permit (“the permit”) has been lost, stolen, damaged or destroyed, issue a replacement of the permit to its holder on payment of the prescribed fee.
- 2) An applicant is required to report the loss/theft/destruction of his/her permit to a police station and obtain the police report indicating that the permit has been reported lost/stolen/destroyed.
- 3) A damaged permit is required to be returned to the Commissioner for cancellation.
- 4) A photocopy of the applicant’s identity document is required.
- 5) The fee for a replacement of the permit is **HK\$95.00**

Application for Change of Personal Particulars on the Permit

- 1) A photocopy of each of the supporting documents is required in respect of an application for ‘Amendment of Date of Birth’ and ‘Amendment of Name’.
- 2) An applicant must sign on each copy of the supporting documents to confirm the authenticity.
- 3) A photocopy of the applicant’s identity document is required.
- 4) The fee for ‘Change of Personal Particulars on the Permit’ application is **HK\$155.00**

Application for Change of Other Personal Particulars

- 1) Address proof is required for application for amendment of address.
- 2) SMS Reminder Service offers holders information related to the permit (e.g. renewal notification).
- 3) Application for change of other personal particulars is **free of charge**.

Payment Method

- 1) Payment can be made by a crossed cheque either by mail or in person during office hours to the Police Licensing Office located at 12/F, Arsenal House, Police Headquarters, 1 Arsenal Street, Wan Chai, Hong Kong.
- 2) Cheques should be made payable to “The Government of the Hong Kong Special Administrative Region” or “The Government of the HKSAR”.
- 3) Our Office accepts payments by cash, cheques, EPS or Octopus. Due to the difference in closing hours between our Office and that of the Shroff, our receiving hours for applications with cash payments are:

Monday – Friday: 9:00 a.m. to 12:45 p.m. and 2:00 p.m. to 4:45 p.m.

Closed on Saturdays, Sundays and public holidays

From 4:45 p.m. to 5:30 p.m., our Office only accepts payments by cheques, EPS or Octopus; applicants will have to come on the following working day if they wish to pay in cash. As both our Office and Shroff do not provide Octopus Add-Value Service, applicants should ensure that their Octopus cards have sufficient funds to pay for the fees.

- 4) The Shroff is located at 11/F, Arsenal House, Police Headquarters.

Applications and General Enquiries

Any applications and enquires should be directed to the Security Personnel Permit Section (Tel. No. 2860 6546).

APPLICATION FOR SECURITY PERSONNEL PERMIT

申請保安人員許可證 - 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 paragraph (1) above.
本處可能會向其他政府部門及公營或私營機構披露表格上填報的個人資料，以作上文第一段所載的用途。

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 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.