

Notice on Commencement of Employment of Security Personnel 僱用保安人員通知書

Under Section 13(1) of the Security and Guarding Services Ordinance (Cap. 460)
根據香港法例第 460 章《保安及護衛服務條例》第 13(1)條

To : The Commissioner of Police
Attn. : Licensing Office
Hong Kong Police Force
12/F, Arsenal House, Police Headquarters
No. 1 Arsenal Street, Wan Chai, Hong Kong
Fax No. : 2200 4324

致 : 香港警務處處長
經辦人 : 香港灣仔軍器廠街一號
警察總部警政大樓十二樓
香港警務處牌照課
傳真 : 2200 4324

In accordance with Section 13(1) of the Security and Guarding Services Ordinance, any person who employs an individual to do security work, whether for him or another person, for reward shall **within 14 days** after the commencement of the employment, give written notice to the Commissioner of Police of the names of the employer and the employee and of the date on which the employment commenced. I hereby inform you that the employment of the following security personnel(s) has/have taken up employment with our company to do security work* for reward from the following date: -

根據《保安及護衛服務條例》第 13(1)條規定，任何人僱用任何人員為該人自己或為他人擔任有酬的保安工作，須於開始僱用後 **14 日內**，將僱主的姓名或名稱、僱員的姓名及開始僱用的日期以書面通知警務處處長。本人現通知你，本公司自下列日期起僱用下列保安人員擔任有報酬的保安工作*：

Date of Commencement of Employment
for Doing Security Work for Reward
(YYYY/MM/DD)
開始僱用該人員擔任
有報酬的保安工作日期
(年/月/日)

Name of Employee
僱員姓名

Security Personnel Permit No.
保安人員許可證編號

HKID No.
香港身份證號碼

Name & Signature of Employer / Representative

僱主/公司代表姓名及簽署

:

Name of Employer / Company

僱主/公司名稱

:

Address & Telephone No. of Main Office

主要辦事處地址及電話號碼

:

Date

日期

:

* Please see Section 2 of Cap. 460 for the interpretation of security work.

有關保安工作的釋義請參閱第 460 章第 2 條。

Company
Chop
公司印章

Note: A list of invalid security personnel permits which have not been returned to the issuing authority is available for viewing from the website of the Security and Guarding Services Industry Authority at <http://www.sb.gov.hk/eng/links/sgsia/>.

請注意：保安及護衛業管理委員會的網頁載有已失效但仍未交還發牌當局的保安人員許可證的編號，僱主可瀏覽該網頁 (<http://www.sb.gov.hk/chi/links/sgsia/>) 查閱有關資料。

NOTICE ON COMMENCEMENT OF EMPLOYMENT OF SECURITY PERSONNEL
僱用保安人員通知書
- 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 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.