

Tips for filling Application Form for Club Liquor Licence

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Renewal Application

申請人填寫部份 TO BE COMPLETED BY APPLICANT

1. 本人 _____ (_____) 是該會社秘書，現申請
I, _____ (申請人中文姓名) (English Name of Applicant, Surname First) being the club secretary hereby apply

下述處所的會社酒牌續期／續期及修訂* -

for renewal/renewal and amendment(s)* of a club liquor licence in respect of the following premises -

會社名稱： _____

(中文) (Chinese)

Name of Club: _____

(英文) (English)

2. 會社酒牌牌照號碼： _____
Club Liquor Licence No.

3. (a) 會社中文地址： _____
(地域及地區，街道名稱，門牌／地段號碼，大廈／村或屋邨名稱，座，樓數／樓層，室／房／店鋪)

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酒牌局

LIQUOR LICENSING BOARD

應課稅品條例 (第 109 章)

DUTIABLE COMMODITIES ORDINANCE (CAP. 109)

應課稅品 (酒類) 規例

DUTIABLE COMMODITIES (LIQUOR) REGULATIONS

會社酒牌

CLUB LIQUOR LICENCE

編號

Serial No. L098833

牌照號碼

Licence No. 5392800056

茲發給本牌照予所指定的持牌人，准許其在所指定期間及會社內，依照本牌照下述及背面的規條向該會社的會員供應酒類。

Licence is hereby granted to the person for the period and in respect of the club premises specified herein to supply intoxicating liquors at the premises to members of club subject to the conditions specified hereunder and overleaf.

會社的名稱

Name of Club:

會社秘書/會社指派人士的姓名

Name of club secretary/person nominated by the club:

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6. 營業及與管理有關的資料： Business and Management Related Information

請以 24 小時格式填寫 Please state in 24-hour format

- (a) 會社的營業時間是：
Business hours of the club are

由： :
From

至： :
to

由： :
From

至： :
to

- (b) 會社供應酒類的時間是：
Liquor supplying hours are

由： :
From

至： :
to

由： :
From

至： :
to

- (c) 會社最繁忙的營業時間是：
The peak business hours are

由： :
From

至： :
to

由： :
From

至： :
to

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7. (a) 你的當值時間（以 24 小時格式填寫）是：
Your duty hours (in 24-hour format) are

由： :
From

至： :
to

由： :
From

至： :
to

- (b) 你的每週例假是： _____
Your weekly day-off is

check with the middle part of the club liquor licence where existing licensing condition(s) if imposed is/are stated before filling this part to avoid contradiction



e.g. duty hours of licensee is restricted by the licensing condition from 3:00 p.m. to 10:00 p.m. everyday except Tuesday, then applicant should not state his working hours from 3:00 p.m. to 9:00 p.m.

- Application for "Amendment" is required if which is deviated from the restricted hours or weekly day-off

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本人有意為上述處所申請會社酒牌續期。本人明白貴局不會受理在牌照期滿前超過四個月提出的續期申請；本人亦明白續期申請如未能在牌照期滿前最少三個月內提交，則酒牌未必能及時獲貴局續期。若會社酒牌的有效期為三個月，本人明白貴局不會受理在牌照期滿前超過三個月提出的續期申請；本人亦明白續期申請如未能在牌照期滿前最少兩個月內提交，則酒牌未必能及時獲貴局續期。

I intend to apply for renewal of the club liquor licence in respect of the abovesaid premises. I understand that the Board will not accept application for renewal more than 4 months prior to the expiry of the licence and if I fail to submit my application to the Board at least 3 months prior to the expiry of the licence, the licence may not be renewed by the Board in time. ~~Where the period of club liquor licence is 3 months, I understand that the Board will not accept application for renewal more than 3 months prior to the expiry of the licence and if I fail to submit my application to the Board at least 2 months prior to the expiry of the licence, the licence may not be renewed by the Board in time.~~

本人同意所有政府部門向酒牌局提供該部門持有有關本人的個人資料，供酒牌局處理本人向酒牌局遞交的會社酒牌續期申請，以及用於與上述申請有直接關係的用途。

I hereby give consent to all Government departments to provide my personal data kept by the departments to the Liquor Licensing Board for the purpose of, or any purpose directly related to, the handling of my application for renewal of club liquor licence made to the Liquor Licensing Board.

Don't leave it blank and remember to sign the one same as that when applying for new issue of liquor licence

日期
Date

持牌人簽署
Signature of Licence Holder

- ▶ 2 recent photos
- ▶ Check factual accuracy of the text of both the English and Chinese newspapers such as complete address as shown on the club liquor licence, name of applicant, etc are published to avoid re-advertisement

Thank you