



APPLICATION FOR RENEWAL OF SECURITY COMPANY LICENCE  
 UNDER THE SECURITY AND GUARDING SERVICES ORDINANCE (Chapter 460)  
 根據《保安及護衛服務條例》(第460章)申請保安公司牌照續期

Please read the guidance notes before completing this application form.  
 Please complete the form in block letters, in either English or Chinese.  
 Please tick “√” wherever appropriate.  
 填寫本申請表前，請先閱讀指引。  
 請以中文或英文正楷填寫，並在適當處加上「√」號。

**SAMPLE**

<b>FOR OFFICIAL USE ONLY:</b>	
委員會專用：	
APPLICATION FEE PAYMENT DATE:	_____
繳交申請費用日期：	
REF. NO.:	SGS / S / _____
檔號：	
TYPE:	<input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III
類別：	
SCIU Ref.:	_____
保安公司監察小組檔號：	
DATE OF LAST INSPECTION:	_____
警方上次巡查日期：	
WARNING ISSUED WITH DATES:	_____
曾發出警告日期：	

**Guidance Notes 指引**

**A. Information materials related to application of Security Company Licence**

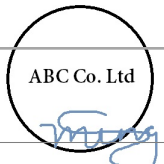
有關申請保安公司牌照的資料

- (1) All persons named on the application form **must** read the following materials before submitting the application: (available at the website of the Security and Guarding Services Industry Authority: <http://www.sb.gov.hk/eng/links/sgsia/index.htm> )  
 本申請表提及的人在遞交申請前，**必須**細閱以下資料(可瀏覽保安及護衛業管理委員會的網頁: <http://www.sb.gov.hk/chi/links/sgsia/index.htm> ) :
  - (a) the Security and Guarding Services Ordinance (*SGSO*), Chapter 460, and its subsidiary legislations; 《保安及護衛服務條例》(第460章)及其附屬法例；
  - (b) the “Matters to which the Security and Guarding Services Industry Authority shall have regard when determining an application for a Security Company Licence” and conditions for the issue of a security company licence; 《保安及護衛業管理委員會在審批保安公司牌照申請時所須考慮的事項》及簽發保安公司牌照條件；
  - (c) Security Company Licence Fees Schedule; and 保安公司牌照費用表；以及
  - (d) 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 many 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) If the application form is submitted in hard copy:

如以書面正本的方式提交申請表：

(a) Amendments to the information provided in the application form should be duly signed against by the authorized person with the applicant's company chop.

如申請表提供的資料曾作修改，獲授權人須於修改處旁邊簽署及蓋上申請人公司印章。

(b) 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 the signature of the authorized person and the applicant's company chop.

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，經獲授權人簽署及蓋上申請人公司印章。

(c) 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 authorized person and the applicant's company chop 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，獲授權人須在每一頁簽署及蓋上申請人公司印章。

(5) 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 renewal of its licence, or the subsequent cancellation of the licence even if it is renewed.

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，可被拒續發牌照，或即使獲續發牌照，其後也會遭撤銷。

(6) Please make use of the checkboxes provided at the end of this form to double-check that all the relevant documents have been submitted.

請按照申請表最後一欄所載的提示方格，再次檢查是否已遞交所有相關文件。

### C. How to submit an application

#### 怎樣遞交申請

(7) The applicant can forward the following documents in person, by post or through GovHK webpage to the Authority:

申請人可親臨、郵寄或透過香港政府一站通網頁向委員會遞交下列文件：

(a) the completed application form; and

已填妥的申請表一份；以及

(b) a photocopy each of the current Business Registration Certificate and Branch Registration Certificate of the company (preferable to facilitate processing of the application).

公司現有商業登記證及分行登記證影印本各一份（宜提供，以便處理申請）。

### D. Payment of Application Fee

#### 繳付申請費

(8) The applicant must pay a fee for the application. A demand note will be issued upon receipt of an application. You can choose one of the following methods to receive the demand note:

申請人須繳付申請費用。在收到申請後，本委員會秘書處會向申請人發出繳款單。申請人可選擇下述的其中一種方法收取繳款單：

Signature of  
Authorized Person &  
Applicant's Company Chop :

獲授權人簽署及申請人公司印章

ABC Co. Ltd

- (a) To collect a demand note in person during the office hours of the Secretariat of the Authority;  
在辦公時間內親臨本委員會秘書處領取繳款單;
- (b) Through e-billing to the applicant's email address; or  
透過電子繳款單發送至申請人的電郵地址; 或
- (c) By post to your correspondence address in the application form.  
寄往申請表上填寫的通訊地址。
- (9) The application fee should be paid according to the payment instructions printed on the demand note. If you pay by cheque or cashier order, it should be crossed and made payable to "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR". The receipted demand note/ payment receipt (if any) should be returned to the Authority by fax (No. 2537 5118), by email to [sb-sgsia@sb.gov.hk](mailto:sb-sgsia@sb.gov.hk), by post or in person immediately after payment. Please note that any payment made outside normal working hours of the Secretariat will be processed on the next working day.  
請依照繳款單的付款指示繳付申請費用。如以支票或本票繳費，須註明支付予「香港特別行政區政府」並加以劃線。繳費後須立即傳真（號碼：2537 5118）、電郵致 [sb-sgsia@sb.gov.hk](mailto:sb-sgsia@sb.gov.hk)、郵寄，或親臨本委員會秘書處交回註明款額已付的繳款單/ 繳款收據(如有)。請注意，假若款項在本委員會秘書處的非辦公時間內繳付，該款項將會於下一個工作天才作處理。

- (10) After receiving the receipted demand note/ payment receipt (if any) for the application fee, the Authority will send a copy of the application, i.e., documents stated at (7) above, to the Commissioner of Police for processing.  
委員會在收到註明款額已付的繳款單/繳款收據(如有)後，會把申請文件(即上述(7)項的文件)送交警務處處長處理。

## E. Processing Time 處理時間

- (11) The Authority will forward a copy of the application form to the Commissioner of Police for investigation. In accordance with the SGSO, the maximum time for the Police to submit the investigation result to the Authority is 60 days after the day on which the application was made. The date immediately following (i) the end of this 60-day period or (ii) the date on which the Commissioner of Police notifies the Authority that any investigation carried out under section 20 of the SGSO in respect of the application has been completed, whichever is the earlier, is referred to as "the material date". An applicant or the Police may apply to the Authority for extension of "the material date". The Authority may exercise its statutory power to extend "the material date" for each application twice at most, by specifying a period not longer than 30 days on each occasion.  
委員會會把申請表副本送交警務處處長，以便進行調查。根據《保安及護衛服務條例》的規定，警方最遲須於申請提出翌日起計60天內，把調查結果送交委員會。“有關日期”是指(i)上述60天期限屆滿翌日，或(ii)警務處處長通知委員會根據《保安及護衛服務條例》第20條就有關申請所進行的調查已告完成的通知日期(以較早日期為準)。申請人或警方可向委員會申請延長“有關日期”。委員會可行使其法定權力，把每宗申請的“有關日期”延長最多兩次，而每次所指明的期間不得多於30天。

- (12) In line with the statutory timeframe stipulated in the SGSO, the Authority will process and determine the application within 28 days after “the material date” if no hearing is to be conducted to consider the application. If the Police object to the application for a licence or any member of the Authority gives a requisite notice, the Authority will fix a date for hearing before determining the application.

按照《保安及護衛服務條例》訂明的法定期限，如無需舉行聆訊以審議有關申請，委員會會於“有關日期”後的28天內處理有關申請和作出決定。如警方反對有關的牌照申請，或委員會成員發出要求召開會議通知書，委員會就申請作出決定之前，會擇定日期舉行聆訊。

- (13) The Authority will issue a written notice of decision to the applicant. Applicants are reminded that failure to answer all the questions or provide sufficient information may result in delay in processing your application.

委員會會向申請人發出決定通知書。申請人請注意，如未能回答所有問題或提供充分資料，可能導致延遲處理申請。

## F. Payment of Annual Fee

### 繳付年費

- (14) If the Authority decides to renew a licence, a prescribed fee will be payable upon the renewal and annually thereafter during the validity of the licence. The amount of annual fee to be paid depends on the nature and type(s) of security work involved. Please refer to the Fees Schedule at the Authority’s website (<http://www.sb.gov.hk/eng/links/sgsia/>).

如委員會決定續發牌照，申請人須於續期時繳付訂明費用，並於牌照有效期內每年繳付年費。所須繳付的年費按申請人從事的保安工作的性質和類別而定。請瀏覽委員會的網頁 (<http://www.sb.gov.hk/chi/links/sgsia/>) 參閱費用表。

## G. Changes in Particulars of the Company

### 更改公司資料

- (15) Any changes in the particulars of the applicant company, its controllers, directors, persons concerned with its management and training matters, address of registered office, correspondence address, email address and other facilities (i.e. control room, training room, central alarm monitoring station, armoury, electronic technical workshop and vault) should be reported to the Authority and the Security Companies Inspection Unit of the Hong Kong Police Force in writing immediately, with details of the commencement and/or cessation of the concerned effective dates.

如申請公司、其控權人、董事、負責管理和訓練事務的人員、註冊辦事處地址、通訊地址、電郵地址及其他設施(即控制室、訓練室、中央警報監察站、槍械庫、電子技術室和保險庫)等資料有任何變更，應立即以書面通知委員會及香港警務處保安公司監察小組，詳述有關的生效期何時開始及／或終止。

**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 company licence application.

**防止賄賂警告：**根據《防止賄賂條例》(第201章)，任何人如就保安公司牌照申請事宜索取、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

Answers in this sample will be illustrated in both Chinese and English. Applicants may fill out the form (except specified cells) in **Chinese OR English**. 此範例提供中英文並列的答案。申請人在填寫表格時 (註明欄目除外) 可選擇以**中文或英文**填寫。

1. Application is hereby made to the Security and Guarding Services Industry Authority for renewal of the following licence:  
 現向保安及護衛業管理委員會申請以下牌照續期:

Existing licence No.:

現有牌照號碼:

Valid till:

有效期至:

( DD 日 / MM 月 / YY 年 )

### Part A. Particulars of Applicant

#### 甲部. 申請人資料

2. Name of company:  
 公司名稱:

English :  
 英文 :

Chinese :  
 中文 :

Name of the company should be **identical** to the name shown on the Certificate of Incorporation or the Certificate of Incorporation on Change of Name (if applicable).

公司名稱必須與公司註冊證書或公司更改名稱註冊證書 (如適用) 上的名稱**相同**。

3. Address of Registered Office (as shown on current Business/Branch Registration Certificate) [This address will be shown on the security company licence]:

註冊辦事處地址(現有商業/分行登記證所載地址) [此地址將會顯示在保安公司牌照上] :

Address of Registered Office should be **identical** to the address shown on current Business/Branch Registration Certificate.

Correspondence Address (if different from Address of Registered Office):  
 通訊地址 (如與註冊辦事處地址不同) :

註冊辦事處地址必須與現有商業/分行登記證上的地址**相同**。

4. Tel. No.:  
 電話號碼 :

Fax No.:  
 傳真號碼 :

5. Place of Incorporation:  
 公司成立地點 :

6. Current Business Registration Certificate No.:  
 現有商業登記證號碼 :

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(Valid till: )  
 (有效期至 )  
 (DD日/MM月/YY年)

7. Current Branch Registration Certificate No.  
 (if applicable):  
 現有分行登記證號碼(如適用) :

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(Valid till: )  
 (有效期至 )  
 (DD日/MM月/YY年)

Signature of  
 Authorized Person &  
 Applicant's Company Chop :  
 獲授權人簽署及申請人公司印章

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## Part B. Latest Information

### 乙部. 最新資料

8. Have there been any changes to the particulars of your company since last reported to the Authority?

自上次呈報後，貴公司的資料有否改變？

Applicant must fill in columns I(a)(ii) and I(b)(ii), irrespective of whether "No change" or "Yes" is selected in I(a)(i) and I(b)(i).

#### I. Personnel 人事

(a)(i) **Controllers, directors and management staff of the company**  
公司的控權人、董事及管理人員

No change.  
無改變。

Yes.  
有改變。

無論 I(a)(i) 及 I(b)(i) 的答案為"無改變"或"有改變"，申請人均必須填寫欄目 I(a)(ii) 及 I(b)(ii)。

(a)(ii) **The company's present controllers, directors and management staff are as follows (must be filled in):**

公司目前的控權人、董事及管理人員如下 (必須填寫):

	Name 姓名		HKID Card / Certificate of Incorporation No. 香港身分證 / 公司註冊證書號碼	Capacity/ Position 身分/職位	Additional member 新增成員
	English 英文	Chinese 中文			
	Surname 姓氏	Other names 名字			
(i)					<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
(ii)					<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
(iii)					<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
(iv)					<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
(v)					<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否

(b)(i) **Training officers (Type I & II security work only)**

訓練人員(只適用於第I及第II類保安工作)

Not applicable (N/A)  
(please skip b(ii)).  
不適用(請略過b(ii))。

No change.  
無改變。

Yes.  
有改變。

(b)(ii) **The company's present training officer(s) is /are as follows (must be filled in):**

目前的訓練人員如下(必須填寫):

	Name 姓名		HKID Card No. 香港身分證 號碼	Qualifications 資格
	English 英文	Chinese 中文		
	Surname 姓氏	Other names 名字		
(i)			H345345(6)	
(ii)			S999888(7)	
(iii)				

(c) Have any of the above-named had any previous criminal convictions (other than traffic offence) not yet reported?

上述人士/團體是否有刑事紀錄(交通違例事項除外)尚未呈報?

No.  
無。

Yes. (Please provide the name of the person(s), nature of offence(s), date of conviction(s), the court reference and Police reference numbers in a separate sheet)  
有。(請在另一張白紙上，列明有關人士/團體的姓名/名稱、罪行性質、定罪日期以及法庭和警方的個案編號)

**II. Auditor  
核數師**No change.  
無改變。Yes, my current auditor has been changed to:  
有改變，核數師已改為：  
Name (English and Chinese):  
姓名／名稱 (英文及中文):Address:  
地址:Tel. No.:  
電話號碼:Fax No.:  
傳真號碼:**III. Bank or financial  
institution  
銀行／財務機構**No change.  
無改變。Yes, my bank accounts have been changed as follows:  
有改變，目前在下列銀行／財務機構開設與業務有關的戶口為:Name of bank/financial institution 銀行／財務機構名稱Account No. 帳戶號碼

(i)

(ii)

9. Does your company have the following items?  
貴公司可有下列項目?(a) **Training room  
(Type I & II  
work only)  
訓練室**No.  
無。Yes, the present training room(s) is/are located at the following address(es):  
有，現有訓練室地點如下:Location 地點Size 面積 (sq. m./sq. ft. 平方米／平方呎)(b) **Control room  
控制室**No.  
無。Yes, the existing control room(s) is/are located at the following address(es):  
有，現有控制室地點如下:Location 地點Size 面積 (sq. m./sq. ft. 平方米／平方呎)(c) **Central alarm  
monitoring  
station  
中央警報監察站**No.  
無。Yes, the central alarm monitoring station is located at the following address:  
有，中央警報監察站地點如下:Location 地點Size 面積 (sq. m./sq. ft. 平方米／平方呎)

(d) **Armoury**  
槍械庫

No.  
無。

Yes, the armoury is located at the following address:  
有，槍械庫地點如下：

---

The number of shotgun(s) held is:  枝。  
現存鳥槍數目共：

(e) **Vaults or vaulting area**  
保險庫

No.  
無。

Yes, the vault(s) or vaulting areas is/are located at the following address(es):  
有，保險庫地點如下：

(f) **Security transit vehicle**  
護衛押運車輛

No.  
無。

Yes, the number of security transit vehicle(s) is:  輛。  
有，護衛押運車輛數目共：

(g) **Electronic technical workshop**  
電子技術室

No.  
無。

Yes, the electronic technical workshop(s) is/are located at the following address(es):  
有，電子技術室地點如下：

## Part C. Other licensing requirements

### 丙部. 其他發牌規定

10. Holders of valid Security Personnel Permits  
有效保安人員許可證持證人

(a) **New employment and termination of security personnel**  
新聘用及終止僱用保安人員

I confirm that I have given written notification to the Commissioner of Police about the new employment and/or cessation of employment of all my security personnel in accordance with s.13 of the Security and Guarding Services Ordinance.  
本人確認，本公司已依照《保安及護衛服務條例》第13條的規定，把所有新聘用及/或終止僱用的保安人員的資料，以書面向警務處處長呈報。

I have not given the above notification for some or all of my security personnel to the Commissioner of Police because :  
本公司尚未向警務處處長呈報部分或所有保安人員的資料，原因如下：

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I confirm that there is no need to give written notice to the Commissioner of Police about the new employment and/or cessation of employment of all my security personnel in accordance with s.13 of the Security and Guarding Services Ordinance because -  
本人確認，無需依照《保安及護衛服務條例》第13條的規定，把所有新聘用及終止僱用的保安人員的資料，以書面向警務處處長呈報。

there is no staff changes.  
並無人事變動

there is no security personnel in the applicant company.  
申請公司沒有保安人員

others (please specify)  
其他(請列明)



(b) **Permit  
許可證**

I confirm that all my security personnel hold valid Security Personnel Permits.  
本人確認，本公司所有保安人員已領有有效的保安人員許可證。

The following security employee(s) do not hold valid Security Personnel Permit(s):  
下列保安人員尚未領有有效的保安人員許可證:

Because 原因:

There is no security personnel in the applicant company.  
申請公司沒有保安人員。

(c) (i) Total number of staff: XX  
僱員總人數:

(ii) Number of holders of valid Security Personnel Permits: XX  
持有有效保安人員許可證的人數:

11. **Employment Vetting**

查核受聘人士的資料

I confirm that I have carried out employment vetting of all my security personnel before their employment.  
本人確認，本公司在聘用各保安人員前，已查核其個人資料。

I have not conducted any employment vetting because:  
本公司並沒有查核受聘保安人員的資料，原因如下:

12. **Training (For Types I or II work only)**

訓練(只適用於第I或第II類保安工作)

I arrange in-house training for my security personnel.  
本公司為保安人員安排內部訓練。

I arrange for my security personnel to be trained by the following organisation(s):  
本公司的保安人員訓練工作，由下列機構負責:

13. **Insurance**

投購保險

I confirm that I have insured adequately for all of my employees under the Employees' Compensation Ordinance.  
本人確認，本公司已依照《僱員補償條例》的規定，為所有僱員投購足夠的僱員補償保險。

I confirm that I have insured for my business to a minimum of \$10 million per incident for public liability.  
本人確認，本公司已投購公眾責任保險，保額為每宗事故最少1,000萬元。

(for Type II security work only) (只適用於第 II 類保安工作)

I confirm that I have insured for cash fidelity.  
本人確認，本公司已投購現金忠實保險。

I have not taken out any/adequate insurance for public liability / employees compensation / cash fidelity because:  
本公司尚未投購／尚未投購足夠的公眾責任保險 / 僱員補償保險 / 現金忠實保險原因:

14. Have any criminal proceedings (other than traffic offences) been instituted against the licensee, its controllers, directors or management personnel since issue of the licence?  
自牌照簽發以來，持牌公司、其控權人、董事或管理人員曾否遭受刑事檢控(交通違例事項除外)？

No.  
無。

Yes. (Please provide the name of the person(s) involved, the present position and Police's reference number in a separate sheet)

有。(請在另一張白紙上，列明有關人士／團體的姓名／名稱、身分／職位及警方的個案編號)

**Part D. Method to Receive Demand Note for Application Fee**

丁部. 收取申請費用繳款單的方法

Please choose one of the following methods:

請選擇下述其中一種方法：

- Collect in person from the Secretariat of the Authority (Address: Room 813, 8/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon);  
親臨本委員會秘書處領取繳款單 (地址:九龍觀塘鯉魚門道 12 號東九龍政府合署 8 字樓 813 室);
- Through e-billing to the applicant's email address [If you are the first-time user for e-billing service, the registration form for company user is available on [http://www.try.gov.hk/internet/pdc\\_ebillingreg.pdf](http://www.try.gov.hk/internet/pdc_ebillingreg.pdf)]; or  
透過電子繳款單發送至申請人的電郵地址 [如你是第一次使用電子繳款單服務，公司用戶登記表格可在 [http://www.try.gov.hk/cinternet/pdc\\_ebillingreg.pdf](http://www.try.gov.hk/cinternet/pdc_ebillingreg.pdf) 下載]; 或
- By post to your correspondence address in the application form.  
寄往申請表上填寫的通訊地址。

**Part E. Declaration by Applicant**

戊部. 申請人聲明

I declare that the information in this application is true and correct to the best of my belief. I understand that all information in this application may be used for the purpose of processing my application and that providing false, misleading or incomplete information may jeopardize my application for the license. I understand that providing false, misleading or incomplete information may result in my application being refused.

- This should be the same as the authorized person last submitted to the Authority. If there is a change in authorized person, please include a separate letter to inform the Authority.
- If a company email address is available, please provide in this part.
- 這應與最後向委員會遞交的獲授權人為同一人。如需更改獲授權人，請另附信件通知本委員會。
- 如有公司電郵地址，請在此部提供。

Name of authorized person

獲授權人姓名  Mr 先生

Ms 女士 :

Mrs 太太

Miss 小姐

Surname 姓氏

Other names 名字

( \_\_\_\_\_ )

English 英文

Chinese 中文

Hong Kong Identity Card /

Passport No. :

香港身分證 / 護照號碼

Position :

職位

Office Tel. No. :

辦事處電話號碼

Other Contact Tel. No. :

其他聯絡電話號碼

Email address of company 公司電郵地址

Email address for receiving e-bills

(if applicable and different from the above email address) :

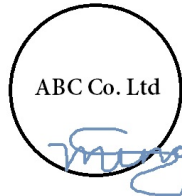
用作收取電子繳款單的電郵地址

(如適用及與上述公司電郵地址不同)

Signature of Authorized Person & Applicant's Company Chop :

獲授權人簽署及申請人公司印章

(Note 備註1)



Date of submission :

(DD/MM/YY)

遞交日期(日/月/年)

**Note 備註1:**

The authorized person is required to use a Hongkong Post e-Cert (Organisational) with "Mutual Recognition" Status for digital signing if the application is submitted through GovHK. For details, please refer to <https://www.hongkongpost.gov.hk/product/ecert/type/org/index.html>.

如透過香港政府一站通遞交申請，獲授權人須以香港郵政電子證書（機構）"互認版"用作數碼簽署。詳情請參閱 [https://www.hongkongpost.gov.hk/product/ecert/type/org/index\\_c.html](https://www.hongkongpost.gov.hk/product/ecert/type/org/index_c.html)。



**Please make sure that you have submitted the following in the application:****請確定在申請時提交下列文件:**

- A duly completed and signed application form.  
已填妥並簽署的申請表一份。
- A (Preferable) A photocopy each of the current Business Registration Certificate and Branch Registration Certificate of the company.  
(宜提供) 公司現有商業登記證及分行登記證影印本各一份。
- (For hard-copy application) Supplementary sheet(s) or document(s) you wish to attach to your application (with the signature of the authorized person and the applicant's company chop).  
(只適用於以書面正本提交申請) 你打算夾附在申請表的任何其他附加紙張或文件 (須經獲授權人簽署及蓋上申請人公司印章)。
- (For e-billing only) The registration form (company user) for e-billing service. The form is available on [http://www.try.gov.hk/internet/pde\\_ebillingreg.pdf](http://www.try.gov.hk/internet/pde_ebillingreg.pdf).  
(只適用於電子繳款服務) 電子繳款單登記表格(公司用戶)。表格可在 [http://www.try.gov.hk/cinternet/pdc\\_ebillingreg.pdf](http://www.try.gov.hk/cinternet/pdc_ebillingreg.pdf) 下載。

**(Remarks 請注意：**

1. **You should bring along a company chop when submitting the application form to the Authority in person for your authentication of the minor amendments you made in the application form, if necessary.**  
**若你親臨委員會遞交申請，應帶備公司印章，以便在需要時可確認申請表上的輕微修改。**
2. **An application for the renewal of a security company licence shall be made to the Authority within 3 to 6 months before the security company licence is due to expire. If an application for renewal of a licence is not submitted according to the specified statutory timeframe, the licensee would have to submit an application for new issue of a licence if he still wishes to continue to supply, agree to supply, or hold himself out as supplying any individual to do security work for another person for reward.**  
保安公司牌照的續期申請須在牌照到期前三至六個月內向委員會提出。如持牌人沒有按照指定的法定期限申請牌照續期，而仍打算繼續提供、答允提供或自認正在提供任何人員在有報酬的情況下為他人擔任保安工作，則須重新申請有關牌照。

**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 12, 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 12)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 23(3)(b) 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23(3)(b)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 813, 8/F, Kowloon East Government Offices,  
12 Lei Yue Mun Road,  
Kwun Tong, Kowloon.  
Tel : 2801 6482

九龍觀塘鯉魚門道12號  
東九龍政府合署8字樓813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：2801 6482