



# SECURITY AND GUARDING SERVICES INDUSTRY AUTHORITY

## 保安及護衛業管理委員會

### APPLICATION FOR A 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

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**

#### Guidance Notes 指引

#### FOR OFFICIAL USE ONLY:

委員會專用：

APPLICATION FEE PAYMENT DATE: \_\_\_\_\_

繳交申請費用日期：

REF. NO.: \_\_\_\_\_ SGS / S / \_\_\_\_\_

檔號：

TYPE:  I  II  III

類別：

SCIU Ref.: \_\_\_\_\_

保安公司監察小組檔號

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

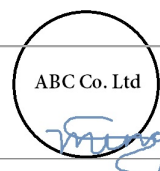
##### 有關申請保安公司牌照的資料

- (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) “How to Apply for a Security Company Licence” pamphlet;  
《怎樣申請保安公司牌照》小冊子；
- (d) Security Company Licence Fees Schedule; and  
保安公司牌照費用表；以及
- (e) Personal Information Collection Statement.  
收集個人資料聲明。
- (f) Lists and guidelines of documents during Police's investigation of application.  
警務處調查申請時，申請人須提交清單及預備文件指引。

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



## B. Definitions of “majority shareholder controller/minority shareholder controller/indirect controller” and “associate”

“大股東控權人/小股東控權人/間接控權人”及“相聯者”的定義

- (2) “majority shareholder controller”, in relation to a company, means any person who, either alone or with any associate<sup>#</sup> or associates<sup>#</sup>, is entitled to exercise, or control the exercise of, more than 50% of the voting power at any general meeting of the company or of another company of which it is a subsidiary.  
 “大股東控權人”就任何公司而言，指在該公司的任何大會上，或在以該公司為附屬公司的另一間公司的任何大會上，單獨或連同任何一名或多於一名相聯者<sup>#</sup>有權行使超過 50% 表決權或有權控制超過 50% 表決權的行使的任何人。
- (3) “minority shareholder controller”, in relation to a company, means any person who, either alone or with any associate<sup>#</sup> or associates<sup>#</sup>, is entitled to exercise, or control the exercise of, 10% or more, but not more than 50%, of the voting power at any general meeting of the company or of another company of which it is a subsidiary.  
 “小股東控權人”就任何公司而言，指在該公司的任何大會上，或在以該公司為附屬公司的另一間公司的任何大會上，單獨或連同任何一名或多於一名相聯者<sup>#</sup>有權行使不少於 10% 但不超過 50% 表決權或有權控制不少於 10% 但不超過 50% 表決權的行使的任何人。
- (4) “indirect controller”, in relation to a company, means any person in accordance with whose directions or instructions the directors of the company or of another company of which it is a subsidiary are accustomed to act, but does not include a Manager or Advisor, or any person in accordance with whose directions or instructions those directors are accustomed to act by reason only that they act on advice given by him in his professional capacity.  
 “間接控權人”就任何公司而言，指所發出的指示或指令獲得該公司的董事、或以該公司為附屬公司的另一間公司的董事慣常按照行事的任何人，但經理人或顧問不包括在內，又如所發出的指示或指令獲得該等董事慣常按照行事的任何人僅是因為該等董事按照該人以專業身分所提供的意見而行事者，則該人亦不包括在內。

<sup>#</sup> “associate”, in relation to a person entitled to exercise, or control the exercise of, voting power in relation to, or holding shares in, a company, means any other person in respect of whom that first-mentioned person has an agreement or arrangement, whether oral or in writing, express or implied, with respect to the acquisition, holding or disposal of shares or other interests in that company or under which they act together in exercising their voting power in relation to it.

<sup>#</sup> “相聯者”就任何有權行使有關某公司的表決權、或有權控制有關某公司的表決權的行使、或持有某公司股份的人而言，指任何其他人士，而前者是有一份以明示或隱含方式而與後者有關的口頭或書面協議或安排的，而該協議或安排是與獲取、持有或處置該公司的股份或其他權益有關的，或根據該協議或安排，他們在行使他們有關該公司的表決權時是共同行動的。

## C. Points-to-note when completing the application form

填表須知

- (5) 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。
- (6) The application form should be duly signed.  
 申請表須簽署妥當。

- (7) 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，獲授權人須在每頁簽署及蓋上申請人公司印章。
- (8) 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 grant of a licence, or the subsequent cancellation of the licence even if it is granted.  
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，可被拒發牌照，或即使獲發牌照，其後也會遭撤銷。
- (9) 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。

#### D. How to submit an application

##### 怎樣遞交申請

- (10) 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 following documents of the applicant company and companies mentioned in Q.8 of this application form (preferable to facilitate processing of the application)  
申請公司和申請表問題 8 所提及公司的下述文件影印本各一份 (宜提供，以便處理申請)
- (i) the Certificate of Incorporation;  
公司註冊證書;
- (ii) all Certificates of Incorporation on Change of Name;  
所有公司更改名稱註冊證書;
- (iii) current Business Registration Certificate; and  
現有商業登記證; 以及
- (iv) Branch Registration Certificate.  
分行登記證。

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

## E. Payment of Application Fee

### 繳付申請費

(11) 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：

- (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。

(12) 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。

(13) 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 (10) 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(10)項的文件)送交警務處處長處理。

## F. Processing Time

### 處理時間

(14) 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。

- (15) 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。
- (16) 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。

## G. Payment of Annual Fee 繳付年費

- (17) If the Authority decides to grant a licence, a prescribed fee will be payable upon such grant 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/>). 如委員會決定簽發牌照，申請人須於獲發給牌照時繳付訂明費用，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。

## H. Changes in Particulars of the Company 更改公司資料

- (18) 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。)



**Part B. Particulars of Controllers and Persons Concerned in the Management****乙部. 控權人及管理人員資料**

8. Details of majority shareholder controllers, minority shareholder controllers and indirect controllers (see guidance notes (2) – (4)).  
 大股東控權人、小股東控權人及間接控權人詳情 (見申請指引(2) – (4))。

**Section I 第 I 部分(For individual only 只適用於個人)**

(a) Name 姓名 <input type="checkbox"/> Mr 先生 <input type="checkbox"/> Ms 女士 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐	Surname 姓氏		Other names 名字
	English 英文		
	Chinese 中文		
Capacity 身分	Majority shareholder controller / 大股東控權人	minority shareholder controller / 小股東控權人	indirect controller 間接控權人
Hong Kong Identity Card / Passport No. 香港身分證 / 護照號碼		Date of Birth (DD/MM/YY) 出生日期 (日 / 月 / 年)	
Residential Address 住宅地址			
Office Tel. No. 辦事處電話號碼		Other Contact Tel. No. 其他聯絡電話號碼	

(b) Name 姓名 <input type="checkbox"/> Mr 先生 <input type="checkbox"/> Ms 女士 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐	Surname 姓氏		Other names 名字
	English 英文		
	Chinese 中文		
Capacity 身分	Majority shareholder controller / 大股東控權人	minority shareholder controller / 小股東控權人	indirect controller 間接控權人
Hong Kong Identity Card / Passport No. 香港身分證 / 護照號碼		Date of Birth (DD/MM/YY) 出生日期 (日 / 月 / 年)	
Residential Address 住宅地址			
Office Tel. No. 辦事處電話號碼		Other Contact Tel. No. 其他聯絡電話號碼	

**Section II 第 II 部分(For company or body corporate only 只適用於公司或法人團體)**

(a) Name (English 英文) 名稱 (Chinese 中文)			
Capacity 身分	Majority shareholder controller / 大股東控權人	minority shareholder controller / 小股東控權人	indirect controller 間接控權人
Certificate of Incorporation No. 公司註冊證書號碼		Date of Incorporation (DD/MM/YY) 成立日期 (日 / 月 / 年)	
Business Registration Certificate No. 商業登記證號碼		Valid till (DD/MM/YY) 有效期至 (日 / 月 / 年)	
Address of Registered Office 註冊辦事處地址			
Office Tel. No. 辦事處電話號碼			

9. Details of Directors:  
董事詳情：

(a) Name 姓名 <input type="checkbox"/> Mr 先生 <input type="checkbox"/> Ms 女士 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> 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		Date of Birth (DD/MM/YY) 出生日期 (日／月／年)	
Residential Address 住宅地址			
Office Tel. No. 辦事處電話號碼		Other Contact Tel. No. 其他聯絡電話號碼	

(b) Name 姓名 <input type="checkbox"/> Mr 先生 <input type="checkbox"/> Ms 女士 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> 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		Date of Birth (DD/MM/YY) 出生日期 (日／月／年)	
Residential Address 住宅地址			
Office Tel. No. 辦事處電話號碼		Other Contact Tel. No. 其他聯絡電話號碼	

(c) Name 姓名 <input type="checkbox"/> Mr 先生 <input type="checkbox"/> Ms 女士 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> 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		Date of Birth (DD/MM/YY) 出生日期 (日／月／年)	
Residential Address 住宅地址			
Office Tel. No. 辦事處電話號碼		Other Contact Tel. No. 其他聯絡電話號碼	

(d) Name 姓名 <input type="checkbox"/> Mr 先生 <input type="checkbox"/> Ms 女士 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> 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		Date of Birth (DD/MM/YY) 出生日期 (日／月／年)	
Residential Address 住宅地址			
Office Tel. No. 辦事處電話號碼		Other Contact Tel. No. 其他聯絡電話號碼	

10. Details of persons employed as manager, assistant manager, executive or in any way assist in the management and/or staff training (for Type I & II security work) of the company:

受僱為經理、助理經理、行政人員或協助公司管理及／或培訓員工(適用於第 I 及 II 類保安工作)人士的詳情：

(a)

Name 姓名 <input type="checkbox"/> Mr 先生 <input type="checkbox"/> Ms 女士 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> 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		Date of Birth (DD/MM/YY) 出生日期 (日／月／年)	
Position 職位			
Residential Address 住宅地址			
Office Tel. No. 辦事處電話號碼		Other Contact Tel. No. 其他聯絡電話號碼	

(b)

Name 姓名 <input type="checkbox"/> Mr 先生 <input type="checkbox"/> Ms 女士 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> 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		Date of Birth (DD/MM/YY) 出生日期 (日／月／年)	
Position 職位			
Residential Address 住宅地址			
Office Tel. No. 辦事處電話號碼		Other Contact Tel. No. 其他聯絡電話號碼	

(c)

Name 姓名 <input type="checkbox"/> Mr 先生 <input type="checkbox"/> Ms 女士 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> 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		Date of Birth (DD/MM/YY) 出生日期 (日／月／年)	
Position 職位			
Residential Address 住宅地址			
Office Tel. No. 辦事處電話號碼		Other Contact Tel. No. 其他聯絡電話號碼	

11. Has the applicant or any person / body mentioned in Q.8 to Q.10 had any previous criminal convictions, other than a traffic offence, in Hong Kong or elsewhere?

申請人或問題 8 至 10 所提及的人士／團體曾否在本港或其他地方有刑事紀錄（交通違例事項除外）？

No. 無。  
 Yes. Please state details below. 有。請提供下列詳情：

(a)

Name (English 英文) 姓名 / 名稱 (Chinese 中文)			
Name of the Court of Hearing 聆訊法庭名稱			
Nature of Offence 罪行性質		Penalty Imposed (if any) 被處刑罰(如有的話)	
Date of conviction (DD/MM/YY) 定罪日期(日/月/年)		Place of conviction 定罪地點	

(b)

Name (English 英文) 姓名 / 名稱 (Chinese 中文)			
Name of the Court of Hearing 聆訊法庭名稱			
Nature of Offence 罪行性質		Penalty Imposed (if any) 被處刑罰(如有的話)	
Date of conviction (DD/MM/YY) 定罪日期(日/月/年)		Place of conviction 定罪地點	

### Part C. Business Details

#### 丙部. 業務詳情

12. Details of current insurance policies in connection with the business:

現時就有關業務投購保險的詳情：

If the relevant documents are not ready yet, please write "To be submitted when available".

若有關資料尚未齊備，請填上“資料後補”。

Name of Insurance company 保險公司名稱			
Address of Insurance company 保險公司地址			
Tel. No. 電話號碼		Fax No. 傳真號碼	
Insurance Class 保險類別	Policy No. 保單編號	Coverage (HK\$) 承保金額(港元)	
Employees Compensation 僱員補償	i)	i)	
	ii)	ii)	
Public Liability 公眾責任	i)	i)	
	ii)	ii)	
Cash Fidelity 現金忠實	i)	i)	
(For Type II security work only) (只適用於第 II 類保安工作)	ii)	ii)	

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

## 13. Auditor of the company:

公司核數師：

If the relevant documents are not ready yet, please write "To be submitted when available".

若有關資料尚未齊備，請填上“資料後補”。

Name 姓名／名稱			
Address 地址			
Tel. No. 電話號碼		Fax No. 傳真號碼	

## 14. Details of each bank account in connection with the applicant's business:

與申請人業務有關的銀行帳戶詳情：

(a)

Name of Bank 銀行名稱			
Address of Bank 銀行地址			
Account No. 帳戶號碼	Date Account Opened 開戶日期 (DD/MM/YY) (日/月/年)	Account No. 帳戶號碼	Date Account Opened 開戶日期 (DD/MM/YY) (日/月/年)
i)		iii)	
ii)		iv)	

(b)

Name of Bank 銀行名稱			
Address of Bank 銀行地址			
Account No. 帳戶號碼	Date Account Opened 開戶日期 (DD/MM/YY) (日/月/年)	Account No. 帳戶號碼	Date Account Opened 開戶日期 (DD/MM/YY) (日/月/年)
i)		iii)	
ii)		iv)	

## 15. (a) Total number of staff: \_\_\_\_\_

僱員總人數：

## (b) Number of holders of valid Security Personnel Permits: \_\_\_\_\_

持有有效保安人員許可證的人數：

The number of holders of valid Security Personnel permit includes all personnel, irrespective of ranks.

持有有效保安人員許可證的人數包括任何職位的人士。

16. Does the company have nominated officer(s) responsible for the training (Type I & II work only) of its security personnel?  
公司有否指定人員負責訓練受僱保安人員(適用於第 I 及第 II 類保安工作)?
- No. Yes, Please indicate the number of training officer(s), their name(s) and qualification(s):  
無。 有。請說明訓練人員數目、其姓名及資格：
- 
17. Does the company have a training room?  
公司有否訓練室?
- No. Yes, the address and size are as follow:  
無。 有，地址及面積如下：
- Address 地址 Size 面積(sq. m.平方米/  
sq. ft.平方呎)
- 
18. Does the company have a control room?  
公司有否控制室?
- No. Yes, the address and size are as follow:  
無。 有，地址及面積如下：
- Address 地址 Size 面積(sq. m.平方米/  
sq. ft.平方呎)
- 
19. Does the company have a central alarm monitoring station?  
公司有否中央警報監察站?
- No. Yes, the address and size are as follow:  
無。 有，地址及面積如下：
- Address 地址 Size 面積(sq. m.平方米/  
sq. ft.平方呎)
- 
20. Does the company have an armoury?  
公司有否槍械庫?
- No. Yes, the address is as follow:  
無。 有，地址如下：
- Address 地址
- 
21. Does the company have vaults and vaulting area?  
公司有否保險庫?
- No. Yes, the address is as follow:  
無。 有，地址如下：
- Address 地址

22. Does the company have security transit vehicle(s)?

公司有否護衛押運車輛？

- No. Yes. Please indicate the number  
無。有。請說明數目：

23. Does the company have an electronics technical workshop?

公司有否電子技術室？

- No. Yes, the address is as follows:  
無。有，地址如下：

Address 地址

## 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。

- The authorized person should be one of those persons mentioned in (8), (9) or (10) in Part B.
- If a company email address is available, please provide in this part.
- 獲授權人應為曾於乙部(8)、(9)或(10)提及的人士。
- 如有公司電郵地址，請在此部提供。

**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 knowledge and belief. I understand that all information in this application will be passed to the Police and any knowingly false or incomplete information provided herein may jeopardize my application.

謹此聲明，據本人所知所信，本申請表內所提供的資料均屬真實無訛。本人明白，本申請表內所有資料會轉交警方，明知而提供虛假失實或不全的資料，可導致申請被拒。

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)

ABC Co. Ltd

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。
- (Preferable) A photocopy each of the Certificate of Incorporation of the applicant company and of those companies mentioned in Q.8 of this application form.  
(宜提供) 申請公司和本申請表問題 8 所提及公司的公司註冊證書影印本各一份。
- (Preferable) A photocopy each of all Certificates of Incorporation on Change of Name(s) of the applicant company and companies mentioned in Q.8 of this application form, if applicable.  
(宜提供) 申請公司和本申請表問題 8 所提及公司的所有公司更改名稱註冊證書影印本各一份(如適用)。
- (Preferable) A photocopy each of the current Business Registration Certificate and Branch Registration Certificate of the applicant company and of those companies mentioned in Q.8 of this application form.  
(宜提供) 申請公司和本申請表問題 8 所提及公司的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: You should **bring along a company chop when submitting the application to the Authority in person** for your authentication of the minor amendments you made in the application form, if necessary.)

(請注意: 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。)

**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 6, 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 6)提供的個人資料用於以下用途：

- carrying out activities relating to your application for the issue of a 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)向委員會申請簽發保安公司牌照一事，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 19(2)(a) 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19(2)(a)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  
電話號碼：2801 6482