APPLICATION FOR VARIATION OF CONDITIONS OF SECURITY PERSONNEL PERMIT
UNDER THE SECURITY AND GUARDING SERVICES ORDINANCE (Chapter 460)
根據《保安及護衛服務條例》（第 460 章）申請更改保安人員許可證條件

Please read the guidance notes before completing this application form. Please complete the form in block letters, in either English or Chinese.

 Guidance Notes 指引

A. Information materials related to application for variation of conditions of Security Personnel Permit
有關申請更改保安人員許可證條件的資料

(1) You **must** read the following materials before submitting the application:
在遞交申請表前必須細閱以下資料：

(a) the Security and Guarding Services Ordinance, Chapter 460, and its subsidiary legislations; and
《保安及護衛服務條例》（第 460 章）及其附屬法例；以及

(b) 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 much 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) Amendments to the information provided in the application form should be duly signed against by the applicant.
如申請表提供的資料曾作修改，申請人須於修改處旁邊簽署。

(5) 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 your signature.
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，經申請人簽署。

(6) 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 applicant 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，申請人須在每頁簽署。

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(7) 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 application for variation of permit condition, or the subsequent cancellation of the permit. 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，可被拒更改許可證條件或遭撤銷許可證。

C. How to submit an application

怎樣遞交申請

(8) The applicant should forward the application form together with the following documents in person or by post to the Authority at Room 813, 8/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon. 申請人須親自或以郵递方式把申請表連同下列文件送交委員會，地址為九龍觀塘鯉魚門道 12 號東九龍政府合署 8 字樓 813 室。

(a) a photocopy of the applicant’s identity card; 申請人的身分證影印本；
(b) a photocopy of the applicant’s security personnel permit (all pages); and 申請人的保安人員許可證（各頁）影印本；以及
(c) documentary support, if any, for the application. 有關申請的證明文件(如有的話)。

**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 personnel permit application. 附註: 根據《防止賄賂條例》(第 201 章)，任何人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。

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：委員會各處於星期六、星期日及公眾假期休息，並於黑色暴雨警告信號或八號或以上鴻風信號懸掛時暫停服務。

(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

I hereby apply to the Security and Guarding Services Industry Authority for a variation of the conditions of the security personnel permit.

本人現向保安及顧衛業管理委員會申請更改保安人員許可證條件。

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<table>
<thead>
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<tbody>
<tr>
<td>1. Name of Applicant: 申請人姓名:</td>
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<tr>
<td>(English)</td>
<td></td>
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<tr>
<td>(中文)</td>
<td></td>
</tr>
<tr>
<td>Family Name</td>
<td>Other Names 姓氏 名字</td>
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<tr>
<td>2. Chinese Commercial Code: 中文商業編碼:</td>
<td></td>
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<tr>
<td>3. Identity Document: 身分證明文件:</td>
<td></td>
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<tr>
<td>Type</td>
<td></td>
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<tr>
<td>Number</td>
<td></td>
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<tr>
<td>4. Residential Address: 住宅地址:</td>
<td></td>
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<tr>
<td>Flat／Room</td>
<td>Block</td>
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<tr>
<td>Name of Building／Lot Number 大廈名稱／地段號碼</td>
<td></td>
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<td>Number and Name of Street／Estate／Village 街道名稱及號碼／邨／村</td>
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<tr>
<td>Tel. No. 電話號碼</td>
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<tr>
<td>District 地區</td>
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</tbody>
</table>

5. Current Occupation 現時職業 |

6. Security Personnel Permit No. 保安人員許可證號碼

* Delete as appropriate 請刪去不適用者

If space provided is insufficient, please continue on a separate sheet (see guidance note (5)).

如空位不敷應用，請另紙填寫(見指引(5))。

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7. Category/Categories of security work permitted to be carried out (Please tick “✓” as appropriate) - 獲准擔任的保安工作類別（請在適當的格內加上“✓”號）

A. Guarding work restricted to a “single private residential building”, the performance of which does not require the carrying of arms and ammunition - 甲類

B. Guarding work in respect of any persons, premises and properties, the performance of which does not require the carrying of arms and ammunition and which does not fall within Category A - 乙類

C. Guarding work, the performance of which requires the carrying of arms and ammunition - 丙類

D. Installation, maintenance and/or repairing of a security device and/or designing (for any particular premises or place) a system incorporating a security device - 丁類

8. The details of my application are: 本人的申請詳情如下:

9. The grounds of my application are: 本人的申請理由如下:

If space provided is insufficient, please continue on a separate sheet (see guidance note (5)). 如空間不敷應用，請另紙填寫（見指引(5)）

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Declaration by Applicant 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誤。本人明白，申請表內所有資料轉交警方，明知而提供虛假失實或不全的資料，可導致申請被拒。

Signature of Application : 申請人簽署 : Date : 日期 :

Please make sure that you have enclosed the following to the application form:
請確保安時表已夾附下列文件：

☐ a photocopy of the applicant's identity card;
申請人的身份證影本；

☐ a photocopy of the applicant's security personnel permit (all pages); and
申請人的保安人員許可證（全頁）影本；以及

☐ documentary support, if any, for the application.
有關申請的證明文件(如有情況)。

If space provided is insufficient, please continue on a separate sheet (see guidance note (5)).
如空白不敷應用，請另紙填寫（見指引（5））。
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SECURITY AND GUARDING SERVICES
INDUSTRY AUTHORITY
保安及護衞業管理委員會

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 11, will be used by the Security and Guarding Services Industry Authority (hereafter referred to as “the Authority”) for the following purposes:

- 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;
- carrying out activities relating to the said licence; and
- facilitating communications among representatives of the Authority, Commissioner of Police, other government bureaux and departments, and yourself.

The provision of personal data by means of this form is required pursuant to section 16(1) of the Security and Guarding Services Ordinance. If you do not provide sufficient information, we may not be able to process your application.

Class of Transferees 交付資料的機構的類別
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.

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.

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:

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

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