



SECURITY AND GUARDING SERVICES INDUSTRY AUTHORITY

保安及護衛業管理委員會

REQUEST FOR AN EXTENSION OF "THE MATERIAL DATE" UNDER THE SECURITY AND GUARDING SERVICES ORDINANCE (Chapter 460)

根據《保安及護衛服務條例》(第460章)申請延長“有關日期”

Please read the guidance notes before completing this request 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。

FOR OFFICIAL USE ONLY:

委員會專用:

DATE OF RECEIPT: _____

收件日期:

REF. NO.: _____ SGS/S/ _____

檔號:

SCIU Ref.: _____

保安公司監察小組檔號:

SAMPLE

Guidance Notes 指引

A. Information materials related to request for an extension of “the Material Date”

有關申請延長“有關日期”的資料

(1) You **must** read the following materials before submitting the request (available at the website of the Security and Guarding Services Industry Authority: <http://www.sb.gov.hk/eng/links/sgsia/index.htm>):
在遞交申請表前，**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)(下稱“條例”)及其附屬法例；
- (b) GN 3909 in Gazette No. 25/2000 (23.6.2000); and
2000年第25期憲報(2000年6月23日)第3909號政府公告；以及
- (c) Personal Information Collection Statement.
收集個人資料聲明。

B. “The Material Date”

“有關日期”

(2) "The material date" is defined as:

“有關日期”指

- (a) the date immediately following the end of a period of 60 days, or of such longer period as the Security and Guarding Services Industry Authority (hereinafter referred to as “the Authority”) may specify in the particular case under section 20(7) of the SGSO after the day on which the application was made; or
申請提出當日之後的 60 日屆滿翌日，但如保安及護衛業管理委員會（下稱“委員會”）就有關個案，根據條例第20(7)條指明較長期間，則為該較長期間屆滿翌日；或
- (b) 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.
警務處處長通知委員會根據條例第20條就該項申請所進行的調查已告完成的通知日期，兩者以較早日期為準。

C. Points-to-note when completing the request form**填表須知**

- (3) Please complete all parts of the request 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。
- (4) The request form should be duly signed.
申請表須簽署妥當。
- (5) If the request 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 request 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 request 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 request form is downloaded from the website of 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。
- (6) 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 request may result in the refusal of the request for extension of "the Material Date", or the subsequent cancellation of the licence.
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，可被拒延長“有關日期”或其後遭撤銷牌照。

D. How to submit an application**怎樣遞交申請**

- (7) The applicant can forward the request form together with documentary support, if any, in person/ by post (Address: Room 813, 8/F, Kowloon East Government Offices, 12 Lei Yue Mun Road, Kwun Tong, Kowloon), by fax (No. 2537 5118), by email to sb-sgsia@sb.gov.hk, or through GovHK webpage to the Authority.
申請人可親臨/ 郵寄(地址: 九龍觀塘鯉魚門道 12 號東九龍政府合署 8 字樓 813 室)、傳真(號碼: 2537 5118)、電郵(sb-sgsia@sb.gov.hk)或透過香港政府一站通網頁，向委員會提交申請表連同有關證明文件(如有的話)。

(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在申請上的輕微修改。)

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。)

Request Form 申請表

With reference to my following application made under the Security and Guarding Services Ordinance, I wish to request the Authority for an extension of “the material date”.

關於本公司根據《保安及護衛服務條例》提交的以下申請，本人現要求委員會延長“有關日期”。

1. Name of the Applicant Company 申請公司名稱		
2. Application 申請	<input type="checkbox"/> i. for issue of licence 簽發牌照 <input type="checkbox"/> ii. for renewal of licence 牌照續期 (Licence No. 牌照編號: _____) <input type="checkbox"/> iii. for variation of conditions of licence 更改牌照條件 (Licence No. 牌照編號: _____)	
3. Extension of “the Material Date” 延長“有關日期”	Date of submission of the above (DD/MM/YY) 遞交上述申請日期(日/月/年)	
4. Grounds of extension 延期理由	<input type="checkbox"/> i. I now request to extend “the Material Date” for the above application to 90 days. 我現要求延長上述申請的“有關日期”的期限至90天。 <input type="checkbox"/> ii. I now request to extend “the Material Date” for the above application to 120 days. 我現要求延長上述申請的“有關日期”的期限至120天。	

This should be the payment date of the \$3,500 application fee. 此為繳付\$3,500申請費用的日期。

Declaration by Applicant 申請人聲明

I declare that the information provided in this application that all information in this application will be passed 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

Position 職位 : _____ Office Tel. No. 辦事處電話號碼 : _____

E-mail address of company 公司電郵地址 : _____ Other Contact Tel. No. 其他聯絡電話號碼 : _____

Fax No. 傳真號碼 : _____ Date of submission of this form (DD/MM/YY) 遞交本表格日期 (日/月/年) : _____

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)



- 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。

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。

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



**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 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”)會把你在本表格提供的個人資料用於以下用途：

- carrying out activities relating to your application for the extension of “the Material Date” 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)向委員會申請延長“有關日期”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 20(7) or 24A(5) 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20(7)或第24A(5)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) I
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