

致 酒牌局秘書

(經 (分區牌照辦事處地址)

電話號碼：

傳真號碼：

)

執事先生／女士：

### 後備持牌人提名

[ 適用於酒牌申請人預先提名一名後備持牌人，  
在持牌人不在場的情況下管理酒牌處所，  
為期不超過牌照有效期的日數的 25%<sup>1</sup>。 ]

店名：\_\_\_\_\_

處所地址：\_\_\_\_\_

本人 \_\_\_\_\_ ( \_\_\_\_\_ )，持有  
(酒牌申請人的中文姓名) (英文姓名)

香港身分證號碼： \_\_\_\_\_ ( )，是上述處所的新酒牌／  
酒牌續期／酒牌轉讓\*的申請人。(如適用)處所現有的酒牌(酒牌牌  
照號碼為 \_\_\_\_\_)有效期為 \_\_\_\_\_ 至 \_\_\_\_\_。  
(日／月／年) (日／月／年)

本人現提名 \_\_\_\_\_ ( \_\_\_\_\_ )，  
(獲提名的後備持牌人的中文姓名) (英文姓名)

持有香港身分證號碼： \_\_\_\_\_ ( )，在本人成為持牌人／  
本人的牌照獲續期／本人的牌照獲轉讓\*後，於有關的酒牌牌照有效期內因  
本人患病或暫時事故離開處所不在場時，代本人管理上述酒牌處所。

本人同意香港警務處處長向酒牌局秘書提供香港警務處持有有關  
本人的個人資料，供用於處理上述申請，或與該申請有關的用途上。

\_\_\_\_\_  
(酒牌申請人簽署)

日期：\_\_\_\_\_

\* 請刪去不適用者。

<sup>1</sup> 根據《應課稅品(酒類)規例》(第109章，附屬法例B)第24(2)、(3)及(4)條的規定，最長時間(或多於一段期間的總長度)以酒牌有效期的日數的25%為上限；就有效期超過一年的酒牌而言，每段期間長度不得超過90日(在牌照有效期內的任何連續12個月內，多於一段期間的總長度不得超過90日)。

(由獲提名的後備持牌人填寫<sup>(見註)</sup>)

本人 \_\_\_\_\_ ( \_\_\_\_\_ )，持有  
(獲提名的後備持牌人的中文姓名) (英文姓名)

香港身分證號碼： \_\_\_\_\_ ( ) (電話號碼： \_\_\_\_\_；傳  
真號碼： \_\_\_\_\_)，現願意接受上述提名，於持牌人離開處所  
崗位期間，成為後備持牌人管理上述處所。本人明白在上述期間，本人  
須被當作為該處所的持牌人，並必須遵守酒牌上列明的所有持牌條件。

本人同意香港警務處處長向酒牌局秘書提供香港警務處持有有  
關本人的個人資料，供用於處理上述申請，或與該申請有關的用途上。

\_\_\_\_\_  
(獲提名的後備持牌人簽署)

日期： \_\_\_\_\_

請呈交下列文件：

1. 獲提名的後備持牌人的身分證副本一份。
2. 獲提名的後備持牌人的近照一張。

(註：酒牌局就所有後備持牌人的提名申請會諮詢警方意見。一般情況下，酒牌局秘書會於**新酒牌／酒牌續期／酒牌轉讓申請批准後約八星期**內考慮審批後備持牌人的提名申請。)

To: Secretary, Liquor Licensing Board

c/o (address of regional licensing office concerned

Tel. No.:

Fax No.:

)

Dear Sir/Madam,

### Nomination of Reserve Licensee

[Applicable to nomination of a reserve licensee in advance  
to manage the premises during the absence of the liquor licensee  
for a period not exceeding 25%<sup>1</sup> of the number of days of validity period of the licence.]

Shop Sign : \_\_\_\_\_

Address of the Premises : \_\_\_\_\_

I, \_\_\_\_\_ (English name of Applicant) \_\_\_\_\_ (Chinese name) holder of HKID Card

No.: \_\_\_\_\_ ( ), am the applicant of the application for new issue/renewal/  
transfer\* of the liquor licence in respect of the above premises. The current liquor licence (Liquor  
Licence No. \_\_\_\_\_ ) in respect of the premises is valid from  
\_\_\_\_\_ to \_\_\_\_\_ (if applicable).  
(dd/mm/yyyy) (dd/mm/yyyy)

I would like to nominate \_\_\_\_\_ (English name of Nominated Reserve Licensee) \_\_\_\_\_ (Chinese name),

holder of HKID Card No.: \_\_\_\_\_ ( ), to manage the above premises in case of  
my illness or temporary absence within the validity period of the liquor licence, upon issuance/  
renewal/transfer\* of the licence.

I hereby give consent to the Commissioner of Police to provide my personal data kept  
by the Hong Kong Police Force to the Secretary of the Liquor Licensing Board for the purpose of,  
or any purpose related to, the handling of the above application.

\_\_\_\_\_  
(Signature of Applicant)

Date: \_\_\_\_\_

\* Please delete where appropriate.

<sup>1</sup> Pursuant to Regulations 24(2), (3) and (4) of the Dutiable Commodities (Liquor) Regulations (Cap. 109, sub. leg. B), the maximum period (or the aggregate of the periods) is capped at 25% of the number of days of the validity period of the liquor licence, and for a liquor licence with a validity period of more than one year, each period must not exceed 90 days (and the aggregate of the periods must not exceed 90 days within any 12 consecutive months in the validity period of the licence).

*(To be completed by the Nominated Reserve Licensee (see Note))*

I, \_\_\_\_\_ (\_\_\_\_\_) holder of HKID Card  
(English name of Nominated Reserve Licensee) (Chinese name)

No.: \_\_\_\_\_ (\_\_\_\_\_) (Tel. No.: \_\_\_\_\_; Fax No.: \_\_\_\_\_),  
hereby accept the nomination to manage the above premises during the absence of the liquor licensee. I understand that I shall be deemed to be the liquor licensee of the premises and shall comply with all the licensing conditions specified on the liquor licence during the period of the licensee's absence.

I hereby give consent to the Commissioner of Police to provide my personal data kept by the Hong Kong Police Force to the Secretary of the Liquor Licensing Board for the purpose of, or any purpose related to, the handling of the above application.

\_\_\_\_\_  
(Signature of Nominated Reserve Licensee)

Date: \_\_\_\_\_

Please enclose the following documents:

1. A copy of HKID Card of the nominated reserve licensee.
2. A recent photograph of the nominated reserve licensee.

(Note: All applications for nomination of reserve licensee will be referred to the Police for comment. Thereafter, the Secretary of the Liquor Licensing Board will, in general, consider the application for nomination of reserve licensee in about **8 weeks upon the approval of new issue/renewal/transfer applications of liquor licence.**)