

轉換持牌人的程序

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擬議承讓人須知 NOTICE TO PROPOSED TRANSFEREE

就有關公眾娛樂場所轉讓申請，持牌人可於食環署網站下載有關的申請表格 (FEHB 254) 或者在網上填寫及提交電子表格 (eFEHB 254)。

所須文件已列載於公眾娛樂場所轉讓申請表格，如以公司名義提出申請書，請遞交表格第4頁「擬議承讓人須知」內列出的文件。

以公司名義提出的申請書，須連同下列文件遞交，否則食物環境衛生署無法處理有關申請。
For application in the name of a corporation, the following documents should be submitted in support of the application, otherwise the Food and Environmental Hygiene Department is unable to process the application.

- (1) 該公司的商業登記證副本；
a copy of the Business Registration Certificate of the corporation;
- (2) 該公司的組織大綱及細則副本；
a copy of the Memorandum and Articles of Association of the corporation;
- (3) 根據《公司條例》（第 622 章）取得和經公司註冊處處長核證真實的公司註冊證書副本，或任何其他可證實該公司法人身分的文件；
a copy of Certificate of Incorporation under the Companies Ordinance (Cap. 622) certified as true copy by the Registrar of Companies, or any other documents to establish the legal entity of the corporation;
- (4) 公司的註冊辦事處地址更改通知書或法團成立表格（視何者適用而定）的副本，須為經公司註冊處處長核證真實的副本；
a copy of Notice of Change of Address of Registered Office or Incorporation Form (as appropriate) certified as true copy by the Registrar of Companies;
- (5) 公司最新的周年申報表副本，須為經公司註冊處處長核證真實的副本（在新公司成立為法團的年度內，則請提交經公司註冊處處長核證真實的首任秘書及董事通知書副本。）；
a copy of the latest Annual Return certified as true copy by the Registrar of Companies (or a copy of Notification of First Secretary and Director certified as true copy by the Registrar of Companies in case of a new company in the year of its incorporation);
- (6) 公司董事會通過的書面決議，以授權一名人士代表該公司與發牌當局接洽處理牌照事宜；以及
a resolution in writing passed by the Board of Directors to authorise a person to act on behalf of the corporation to deal with licensing matters with the licensing authority; and
- (7) 該名獲授權人所簽署的接納授權通知書。
Notice of Acceptance of Authorisation signed by the authorised person.