

房屋局 過渡性房屋專責小組 HOUSING BUREAU TASK FORCE ON TRANSITIONAL HOUSING
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(只供內部填寫 Official Use Only) 收件日期： Date of Receipt :
編號： Serial No.:

登記酒店或賓館作為過渡性房屋

REGISTRATION FOR THE USE OF HOTELS AND GUESTHOUSES AS TRANSITIONAL HOUSING

第 I 部分 酒店/賓館所在位置及營業詳情

SECTION I Particulars of the hotel/guesthouse and business

酒店/賓館名稱

Name of hotel/guesthouse

英文 Name in English : _____

中文 Name in Chinese : _____

現有牌照號碼：

Existing licence number : H/ _____

酒店/賓館地址：

Address of *hotel/guesthouse : _____

酒店/賓館電話號碼：

Telephone No. of *hotel/guesthouse : _____

酒店/賓館電子郵件：

E-mail address of *hotel/guesthouse : _____

擬登記作為過渡性房屋的客房數目：

Number of guest rooms for registration to
use as transitional housing: _____

其他補充資料 (如有):

Supplementary Information, if any: _____

第 II 部分 聯絡人資料

SECTION II Contact Person Particulars

姓名： 先生/夫人/小姐/女士* _____

Name in English : Mr/Mrs/Miss/Ms* _____

通訊地址： _____

Correspondence _____

address : _____

電話號碼： _____

Telephone no. : _____

電子郵件： _____

E-mail address : _____

第 III 部分 有關牌照及其他事宜

SECTION III Licence and other matters

- (a) 在提交本表格時，你一直管理上述的酒店/賓館。
have been managing the above hotel/guesthouse preceding the date of submitting this form.

有 Yes 沒有 No

- (b) 就登記的酒店/賓館所在的大廈—
regarding the building where the hotel/guesthouse which licence is situated —

- (1) 請聲明盡你所知，擬酒店/賓館所在的大廈曾否被指控因經營酒店/賓館而會違反該大廈公契或政府租契(如沒有相關大廈公契)。

Please declare, to the best of your knowledge, whether there is any allegation that hotel/guesthouse operation contravenes the Deed of Mutual Covenant (DMC) or Government lease (if there is no DMC) of the building where your hotel/guesthouse is situated.

有 Yes 沒有 No 不適用 Not applicable

- (2) 如有收到經營酒店/賓館會違反該大廈公契的指控，你能提供文件（例如由法律執業者簽署的證明書）證明相關大廈公契或政府租契(如沒有相關大廈公契)沒有明確限制性條文，包括禁止有關處所用作酒店/賓館或商業用途，或私人住宅用途以外的其他用途。

Upon receiving such allegation, you can provide documentary proof (e.g. a certificate signed by a legal practitioner) ascertaining that there is no explicit restrictive provision in the DMC or Government lease (if there is no DMC), including stipulation that hotel/guesthouse operations or commercial activities are not allowed in the building, or the premises are for private residential use only.

是 Yes 是 No 不適用 Not applicable

*請刪去不適用者 Delete as appropriate

第 IV 部分 補充資料

SECTION IV Supplementary information

客房面積 (平方米): Guestroom Area (m ²):	_____平方米 m ² – _____平方米 m ²
登記作為過渡性房屋的客房數目: No. of guestrooms for registration to use as transitional housing:	總共 Total _____ 間 no. 當中具有窗戶的客房數目: No. of rooms with windows: _____ 間 no.
期望租金水平: Expected Rental Level:	HK\$ _____ /房 room/月 month
其他補充資料 (可另行附上, 例如: 客房相片、平面圖等): Supplementary Information (attach separately e.g. photos of guestrooms, floor plans, etc):	

其他責任

Other Liability

- (i) 使用酒店及賓館作為過渡性房屋，並不會免除任何由政府所批出的地契、租約或牌照內所載的任何條款，亦不會影響或改變酒店/賓館所在樓宇的大廈公契或其他契約的條文。持牌人如違反法例、大廈公契或其他契約，須承擔一切後果和責任，絕對不會因使用酒店及賓館作為過渡性房屋而得到豁免或受到保護。

The use of hotels and guesthouses as transitional housing does not act as a waiver of any terms in any lease, tenancy agreement or licence granted by the Government, nor does it affect or change the provisions of the DMC or other covenants relating to the building in which the hotel/guesthouse is situated. The use of hotels and guesthouses as transitional housing does not exempt or protect the licence holder from any consequence and liability of any breach of the laws, DMC or other leases and agreements.

- (ii) 房屋局會載述“持牌酒店/賓館地址”、和第 IV 部分內所提供的補充資料上載房屋局網站 (www.hb.gov.hk)，但並不會披露登記人的詳細資料，包括個人資料。

The “address of the licensed hotel / guesthouse”, and the supplementary information provided in Section IV will be provided and uploaded onto the HB’s website (www.hb.gov.hk). Details of registrants, including personal information, will not be disclosed.

- (iii) 在提交登記表格後須以書面通知房屋局要求退出登記。

From the date of submitting the registration form, you shall write to the Housing Bureau to withdraw your registration if you wish.

如有任何查詢，請與房屋局過渡性房屋專責小組聯絡。

Please contact Housing Bureau Task Force on Transitional Housing if you have any enquiries.

郵寄： 中環紅棉路 8 號
東昌大廈 12 樓 1202 室
房屋局
過渡性房屋專責小組

Post to : Task Force on Transitional Housing
Housing Bureau
Suite 1202, 12/F, Fairmont House
8 Cotton Tree Drive, Central

電話號碼 Telephone No. : 3579 5549

傳真號碼 Fax No. : 3579 5775

電郵地址 Email Address : tftth@hb.gov.hk

聲明及同意書 Declaration and Consent Form

本登記表格填報的資料和所提交的文件均屬真確無訛。本人明白如填報不實，登記將被當無效。

本人同意政府可使用本表格內的資料和所提交的文件，以審批該登記及作有關用途。本人並同意政府如有需要可將登記表格及日後所提交的資料公開。

本人，就登記使用酒店和賓館房間作為過渡性房屋一事，現同意民政事務總署牌照事務處向房屋局披露本人在牌照相關事宜上的資料。

本人並授權、指示及要求有關政府部門在收到房屋局提出要求時提供所需的任何及全部資料。

I certify that all the information given herein and submissions made in relation to this registration are true and accurate. I understand that any inaccurate information will render the registration invalid.

I agree that information given herein in relation to this registration will be used by the Government to process the registration and related purposes. I also agree that information contained in this registration form and subsequent submissions may be published by the Government if necessary.

I hereby give consent to the Office of the Licensing Authority, Home Affairs Department of the Hong Kong Special Administrative Region to release information on my licence matters to the Housing Bureau in relation to my registration for the use of hotels and guesthouses as transitional housing.

I further authorize, direct and request government departments which may be approached by the Housing Bureau, to supply any and all information which it may require.

簽署 Signature :

姓名 Name :

在團體所擔任的職位

Position held in the body of persons :

如登記人為團體，須由以下人士代表該團體簽署並蓋上團體印鑑（如公司印鑑）:-

如為法人團體，須由董事代表簽署；如為合夥，須由合夥人代表簽署；如為其他不屬法團的團體，須由該團體管理人代表簽署。

For a registrant which is a body of persons, a person must sign for and on behalf of the body of persons with the authenticating chop (e.g. company chop). A person is a director of the body corporate, a partner of the partnership or a person concerned in the management of other unincorporated body.

日期 Date :

(注意: 簽名式樣及公司印鑑必須與民政事務總署牌照事務處的最後記錄相符。)

(Note: Signature and company chop must be the same as last recorded by the Office of the Licensing Authority, Home Affairs Department.)

甲. 個人資料	A. Personal Data
<p>收集的目的</p> <p>1. 房屋局會使用透過本表格所獲得的個人資料作下列用途：</p> <p>a. 處理你在本表格中所呈交的文件之相關事務；</p> <p>b. 方便房屋局與你聯絡。</p> <p>2. 你必須提供本表格所要求的個人資料。假如你未能提供所需資料，可能導致處理你所呈交的文件時出現延誤，或甚至導致無法處理你的申請。</p> <p>獲轉交資料的部門／人士</p> <p>3. 本局可能會向其他政府部門決策局機構或任何人士披露你透過本表格所提供的個人資料，以作上述第 1 段所列的用途。</p> <p>索閱個人資料</p> <p>4. 根據《個人資料(私隱)條例》，你有權查閱及改正你所提交的個人資料。房屋局就有關資料索閱的要求收取合理費用。如要求查閱及改正你的個人資料，請與房屋局聯絡。</p>	<p>Purposes of Collection</p> <p>1. The personal data provided by means of this form will be used by the Housing Bureau for the following purposes:</p> <p>a. Activities relating to the processing of your submission in this form;</p> <p>b. Facilitating communication between the Housing Bureau and yourself.</p> <p>2. It is obligatory for you to provide the information as required in the form. If you fail to provide the required data, delay may be caused in processing of your submission or even result in rejection of the application.</p> <p>Classes of Transferees</p> <p>3. The personal data you provided by means of this form may be disclosed to other government departments, bureau, organisations or any persons for the purposes mentioned in paragraph 1 above.</p> <p>Access to Personal Data</p> <p>4. You have the right of access and correction with respect to the personal data as provided under the Personal Data (Privacy) Ordinance. The Housing Bureau has the right to charge a reasonable fee for the processing of any data access request. Request for personal data access and correction should be addressed to the Housing Bureau.</p>

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