

更改牌照資料所需文件  
Documents required for Amendments of Licence Particulars

所需文件 Documents required	更改 <i>Change of</i>		
	持牌人名稱 <i>Licensee Name</i>	持牌人地址 <i>Licensee Address</i>	負責人員/ 第二負責人員 <i>Responsible Personnel/ Second Responsible Personnel</i>
商業登記證 (副本) Business Registration Certificate (photocopy)	✓	✓	✓
全份租約 (已打釐印) (副本) / 樓宇業權證明 / 業主書面證明 Full set of Tenancy Agreement (stamp duty paid) (photocopy) / Proof of ownership of the premises / Proof of landlord  *註: 如租約上的租戶並非申請公司, 請同時提供業主同意租客分租/共用單位, 或准許申請公司使用該單位的證明。 *Note: If the tenant as indicated in the Tenancy Agreement is not the applicant company, then a letter from the landlord granting permission to the principal tenant to sublet/share the premises, or permit the applicant company to use the premises is also required.		✓	
樓宇照片 (展示公司名稱的外貌照片以及室內照片) Photographs of the Premises (Exterior with Company Name & Interior)	✓	✓	
獨資或合夥經營的證明文件 (副本) Proof of Proprietorship / Partnership (photocopy)			✓
公司註冊證書 (副本) Certificate of Incorporation (photocopy)	✓		
董事登記 (例如: 周年申報表) (副本) Registration of Directorship (e.g. Annual Return) (photocopy)			✓
*董事局 / 東主 / 合夥人委任負責人員的授權書 *Authorization Letter from Board of Directors / Proprietor / Partner(s) to appoint the Responsible Personnel			✓
*受委任負責人員同意書 *Letter of Acceptance for appointment as the Responsible Personnel			✓

請注意下列事項 PLEASE PAY ATTENTION TO THE FOLLOWING

申請人須親身或以郵遞方式把註有(\*)的有關文件正本交回香港北角渣華道222號海關總部大樓3樓, 香港海關應課稅品科牌照小組。如有查詢, 請致電3759 2395。

Applicants shall submit the original copy of the document with (\*) in person or by post to: Licence Unit, Office of Dutiable Commodities Administration, Customs and Excise Department, 3/F, Customs Headquarters Building, 222 Java Road, North Point, Hong Kong. For enquiries, please contact 3759 2395.