

Tombola Licence
丞波拿牌照

Application Forms and Guide for Applicants
申請表格及指引

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Note 附註 (*)

These forms together with documents as specified in this Guide have to be submitted to the Office of the Licensing Authority, Home Affairs Department (OLA) for processing your application.

這些表格和本指引中列明的各項文件應一併遞交民政事務總署牌照事務處(“牌照事務處”),以便處理你的申請。

Office of the Licensing Authority, Home Affairs Department
民政事務總署牌照事務處

Revision date: July 2021
修訂日期: 二零二一年七月

I. Statutory Provisions

法定條文

Gambling Ordinance, Cap. 148, Section 22

賭博條例（第 148 章）第 22 條

- The public officer appointed by the Secretary for Home Affairs may by licence authorize the organization and conduct of a game of tombola by a society which is not an unlawful society within the meaning of the Societies Ordinance (Cap. 151) or is a person to whom that Ordinance does not apply.
民政事務局局長委派的公職人員可藉牌照批准由一間並非《社團條例》（第 151 章）所指的非法社團組織的社團經營氹波拿博彩遊戲，或由《社團條例》（第 151 章）對其不適用的人組織及經營氹波拿博彩遊戲。
- Any such licence shall be subject to the prescribed conditions and to any other conditions which the public officer appointed by the Secretary for Home Affairs may impose.
任何該等牌照均須受訂明的條件及民政事務局局長委派的公職人員可施加的任何其他條件所規限。
- Where a condition of any such licence is contravened, the person to whom the licence was issued commits an offence unless he proves that the contravention occurred without his consent or connivance and that he exercised all due diligence to prevent it. Any person who commits an offence in the above is liable on conviction to a fine of \$50,000 and to imprisonment for 2 years.
如該等牌照的條件遭違反，持牌人即屬犯罪，除非他證明該違反行為並非在其同意或縱容下發生，而他已作出一切應盡的努力加以防止。任何人如犯有上述所訂的罪行，經定罪後，可處罰款 \$50,000 及監禁 2 年。

II. Licensing Requirements and Licence Conditions **發牌要求及牌照條件**

(A) Licensing Requirements **發牌要求**

Each application will be considered on its own merits. Below are the major factors the public officer appointed by the Secretary for Home Affairs will consider:
民政事務局局長委派的公職人員會按照個別情況考慮每一宗申請，以下是主要考慮的因素：

- The organization should be a bona-fide recreational/social club.
有關機構必須為真正康樂／社團會社。
- Tombola games should not be the only primary attraction to its members.
氹波拿博彩遊戲不能作為招徠會員的唯一主要方法。
- The premises where the games are to be conducted should be suitable for conducting such activities.
經營博彩遊戲的處所須適合進行該等活動。
- The provision of tombola games should not cause financial harms to the players.
提供氹波拿博彩遊戲不能導致參加者遭受經濟上的危害。
- The games should not be organized for the personal gain of the organizer.
組織博彩遊戲的目的不能為滿足有關機構的私人利益。

(B) Licence Conditions **牌照條件**

- No tombola games shall be played except between the hours of noon and the following midnight.
不得在正午至當日午夜期間以外的時間進行氹波拿博彩遊戲。
- All players in a game must take part in it at the same time and all must be present on the premises at that time.
參加博彩遊戲的所有博彩者必須在同一時間參與，且當時必須全部在同一處所內。
- The calling of the numbers must take place on the premises while the game is being played.
號碼必須在處所內當博彩遊戲正在進行時讀出。
- A claim of a player to have won must be decided on and determined and indicated to the other players before another number is called, and a player's winnings must be paid out before the start of a further game.
如有博彩者聲稱已獲勝，則必須在讀出另一個號碼之前予以決定及裁定，並知會其他博彩者。獎金必須在下一個遊戲開始前派出。

- Except in the case of a game offering a “Jackpot” or “Snowball”, the players must not receive more as winnings than the aggregate amount of stakes hazarded by the players in that game.
除非博彩遊戲設有“大獎”(Jackpot)或“累積獎金”(Snowball)，否則博彩者所得的獎金不得多於他們在該博彩遊戲所下賭注的總款額。
- Only one “Jackpot” or “Snowball” may be offered in respect of a single day’s session of play.
一天內只可提供 1 次“大獎”(Jackpot)或“累積獎金”(Snowball)。
- A “Jackpot” or “Snowball” shall not exceed in value an amount as shown in the licence under Condition 7.
“大獎”(Jackpot)或“累積獎金”(Snowball)的價值不得超過牌照上條件 7 所示的金額。
- The Commission or charge levied against the stakes hazarded in a game shall not exceed the percentage of such stakes as shown in the licence under Condition 8.
就博彩遊戲中所下賭注收取的佣金或費用，不得超過牌照上條件 8 所示賭注的百分比。
- The intention to conduct a session of games shall not be published or advertised in any newspaper circulating in Hong Kong.
不得在任何一份香港流通的報章上，就擬舉行博彩遊戲作出公布或刊登廣告。
- A police officer of or above the rank of Sergeant shall during the hours of play, be permitted to enter the premises for the purposes of ensuring that the conditions of this licence are complied with.
警長或以上職級的警務人員，均有權在博彩遊戲進行的時間內進入該處所，以確保本牌照的條件獲遵守。
- The licensee shall keep a statement of account in the attached form for every calendar month in respect of each day’s session of play, showing the amount of stakes hazarded, winnings paid out and commission retained and shall at the end of every calendar month, forward a copy of such statement to the public officer appointed by the Secretary for Home Affairs.
持牌人須就每個公曆月以附隨在此指引的附件內的表格備存一份帳目結算表，記載每日博彩遊戲的資料，列出所下賭注、付出獎金及保留佣金的數額，並須在每個公曆月底，將上述結算表的副本一份，送交民政事務局局長委派的公職人員。
- The licensee shall keep a register of all persons employed at the licensed place who assist in the conduct of the games containing their names, descriptions, addresses and photographs and indicating their respective duties. The public officer appointed by the Secretary for Home Affairs and any police officer of or above the rank of Sergeant shall on request be permitted to inspect such register.
持牌人必須備存一份有關所有受僱於持牌場所協助經營博彩遊戲的人的登記冊，其內須載有他們的姓名、描述、地址及照片，並說明各人的職責。民政事務局局長委派的公職人員及任何警長或以上職級的警務人員提出要求時，必須獲准檢查該登記冊。

III. Application Procedures 申請手續

(A) **Checklist of Application Forms and Documents**

申請表格及文件的核對清單

In making an application for a tombola licence, it is necessary to forward to the OLA the following forms and documents :

丞波拿牌照申請人須向牌照事務處提交下列表格及文件：

- (a) Form 2 (together with a copy of layout plan of the premises which should be drawn to scale to indicate the position of the place where tombola games will be conducted, the licence number of the certificate of compliance, if any, issued under the Clubs (Safety of Premises) Ordinance (Cap. 376) and the name of organization)

表格 2 (連同有關處所的平面圖，平面圖必須按比例清楚顯示擬舉辦丞波拿博彩遊戲的地點，並列明根據《會社(房產安全)條例》(第 376 章)簽發的合格證明書牌照號碼(如領有的話)及機構名稱)

- (b) Form 6/ Form 7 (together with a copy of the Memorandum of Association (if any) and Articles of Association) / Form 8 (together with a copy of the Club Rules/Constitution)

表格 6 / 表格 7 (連同公司的組織章程大綱(如有的話)及組織章程細則副本) / 表格 8 (連同會社規則 / 章程副本)

- (c) Form for exemption of licence fee and collection of licence (Note)

豁免牌照費用及領取牌照方法表格(附註)

- (d) Contact details of applicant and contact person (together with a copy of the applicant's Hong Kong Identity Card or Passport)

申請人及聯絡人資料(連同申請人的香港身份證 / 護照副本)

For application for renewal of tombola licence, please forward the following form to the OLA or submit it via the electronic submission channel at <https://eform.one.gov.hk/form/had067/>:

如申請丞波拿牌照續期，請向牌照事務處提交下列表格或經電子表格系統 <https://eform.one.gov.hk/form/had067/> 提交：

- (e) Application for Renewal of Tombola Licence

丞波拿牌照續期申請表格

The above forms are attached at the Annex to this Guide.

上述表格 / 文件載於本指引的附件內。

The completed forms together with the relevant supporting documents should reach the OLA at Unit 2503-05, 25th Floor, AIA Tower, 183 Electric Road, North Point, Hong Kong **either by mail or in person** at least 6 weeks before the tombola game. For application by post, please **affix sufficient stamp** to ensure delivery in order. As we require original application forms which bear the personal signature of the applicant, application by fax is not accepted.

須在氹波拿博彩遊戲前至少六個星期前，將填妥的表格連同有關的補充文件，透過**郵寄或親自遞交**方式，一併送交香港北角電氣道 183 號友邦廣場 25 樓 2503-05 室牌照事務處。如以郵遞形式寄交，**請貼上足額郵票**，以確保郵遞無誤。由於本處需要附有申請人簽署的申請表格正本，因此不會接受透過圖文傳真方式遞交的申請。

(B) Guidance Notes on completing Application Forms
填寫申請表格指引

Form 2 (please also refer to the notes at the bottom of the Form)
表格 2 (並請參看表格下方的附註)

Introductory part: Tombola licences are normally issued to recreational/social clubs. An employee of a club should apply for the licence on the club's behalf. If you are to apply for a licence for your club, please enter your full name after "I" in the first blank. The name should be identical to that on your Hong Kong Identity Card or Passport.

開首部分：氹波拿牌照一般簽發給康樂／社團會社，並由一名負責職員代表會社提出申請。若你代表貴會社申請牌照，請你於「本人」兩字之後填寫你的姓名。此姓名應與你香港身份證或護照上所載的姓名相同。

Form 6/ Form 7/ Form 8
表格 6／表格 7／表格 8

Depending on the nature of your organization, complete one of these 3 forms (please refer to the footnotes to each of them).

你須根據代表申請機構的性質，在這三款申請表格中選擇其中一款來填寫（請參看表格下方的附註）。

IV. Frequently Asked Questions **常見問題**

Q 1: How can I know whether the proposed premises are suitable for conducting tombola games?

問 1: 我如何知道擬使用的處所是否適合經營氹波拿博彩遊戲？

A 1: If the games are to be conducted inside a clubhouse, the submission of a premises layout plan with the licence number of a certificate of compliance issued under the Clubs (Safety of Premises) Ordinance (Cap. 376) and the organization name will suffice. Otherwise, officers from the Buildings Department will need to conduct a site inspection to assess the suitability of the proposed premises and the OLA may also take a longer time to process the application as a result.

答 1: 假如博彩遊戲在會址內進行，申請人只須提交列明根據《會社（房產安全）條例》（第 376 章）簽發的合格證明書的牌照號碼及機構名稱的處所平面圖。否則，屋宇署職員須實地考察擬使用的處所是否合適，而牌照事務處亦可能因而需較長時間處理有關申請。

Q 2: Can the winnings of tombola games be paid out in kind, such as toys or gift coupons?

問 2: 獎金可否以實物支付？

A 2: The winnings should be in the form of cash.

答 2: 獎金必須以金錢形式支付。

This form should be submitted to Unit 2503-05, 25th Floor, AIA Tower, 183 Electric Road, North Point, Hong Kong. For application by post, please **affix sufficient stamp** to ensure delivery in order.

V. **SAMPLE**

Form 2

Application No.

GAMBLING REGULATIONS

To the public officer appointed by the Secretary for Home Affairs (“the public officer”)

APPLICATION FOR TOMBOLA LICENCE

BEFORE completing this application READ the *Note* below.

An employee of a club has to apply for a licence on behalf of the club. If you are the applicant, enter here your full name which should be identical to that as on your Hong Kong Identity Card/ Passport.

I**SHEUNG Ko-hing**..... hereby apply for a licence to organize and conduct games of tombola.

In support of my application I attach Form**8 or 7 or 6**.....
(see Note 2 below)
duly completed, together with the following particulars:

8 – if your organization is a registered club / society;
7 – if your organization is a registered company;
6 – neither of the above.

1. The purpose of the game is to raise funds for the**Happy Club**.....
.....
(name of club, society)

to be used for**meeting club’s day-to-day expenses**.....
(club expenses, particular project)

2. The games will be conducted at the following place, days and times –

Place	Days	Times
Main Hall, Happy Club	The first Friday of each month	From 7:00 p.m. to 10:00 p.m.

and the first games will be held at**Main Hall, Happy Club**.....
(place)

on**2 June 2017**.....at**7:00 p.m.**.....
(date) (time)

3. The cost of one tombola card taken in an individual game will be**\$20**.....

4. The maximum number of tombola cards which may be issued for an individual game will be**50**.....

5. The maximum commission or charge levied against the total contributions to any individual game will be**10**..... per cent.

To guard against the commission or charge levied turning into personal gain, a special condition to this reflect will be imposed on the licence should the application be approved.

6. The total number of games held in any single day will not exceed.....**8**.....
(delete one)

7. A “jackpot” (大獎) or “snowball” (累積獎金) will/~~will not~~ be offered in respect of a day’s play, of an amount of.....**\$1,000**.....

I certify that the information supplied by me in this application is to the best of my knowledge and belief, both true and correct.

Dated this**20th**..... day of**April 2017**.....

常高興

(Signature)

Please submit your application at least 6 weeks before the games are due to commence.

Note: 1. You are advised to refer to section 22 of the Gambling Ordinance and the Gambling Regulations Cap 148.

2. If the application is on behalf of a company, complete Form 7. If the application is on behalf of a club or society in respect of which the Societies Ordinance (Cap. 151) applies, complete Form 8. If the application is not on behalf of a company or such a society or club, complete Form 6.

3. You are warned that any material falsification or omission of information may result in the public officer’s refusal to grant a licence.

4. If the public officer decides to grant a licence, a fee of \$13,100 will be payable to the public officer upon such grant, unless waived or reduced.

請將此表格送交香港北角電氣道 183 號友邦廣場 25 樓 2503-05 室。如以郵遞形式寄交，請貼上足額郵票，以確保郵遞無誤。

V. 樣本

表格 2

申請書編號

賭博規例

致：民政事務局局長委派的公職人員（“有關公職人員”）

氹波拿牌照申請書

在填寫本申請書前，應先閱讀下面的附註。

應由申請會社的一位僱員代為申請。若你是申請人，請於此處填寫你的香港身份證／護照上所載的全名。

本人.....常高興.....現申請發給組織及經營氹波拿博彩遊戲的牌照。

現附上已填妥的表格.....8 或 7 或 6.....，並提供以下資料，以支持本人的申請：—

1. 舉辦氹波拿博彩遊戲的目的，是為.....快樂會.....
(會社、社團名稱)

籌款，用以.....支付會所日常經費.....。
(會社支出、某項計劃)

2. 氹波拿博彩遊戲將於下列地點、日期及時間舉行—。

地點	日期	時間
<u>快樂會大堂</u>	<u>逢每月第一個星期五</u>	<u>晚上七時至十時</u>

而首次博彩遊戲將於.....二零一七年六月二日晚上七時.....
(日期) (時間)

在.....快樂會大堂.....舉行。
(地點)

3. 每局博彩遊戲中就每張氹波拿咭收取的費用為.....\$20.....。

4. 在每局博彩遊戲中最多發出氹波拿咭.....50.....張。

5. 就每局博彩遊戲的總收入所收取的佣金或費用最多為百分之.....10.....。

6. 每天舉行的博彩遊戲總局數不會超過.....8.....局。

7. 就每一天的博彩遊戲將會/不會(刪去不適用者)提供“大獎”(jackpot)或“累積獎金”(snowball)，其款額為.....\$1,000.....。

8 - 若貴機構是註冊會社／社團；
7 - 若貴機構是註冊公司；
6 - 上述兩者皆不適用。

為防止所收取的佣金或費用撥作個人收益，假如申請獲批准，處長會向牌照施加相應特別條件。

現證明就本人所知所信，本人在此申請書內填報的資料，全屬真確無誤。

日期：.....二零一七.....年.....四.....月.....二十.....日

請於遊戲開始前不少於六個星期遞交申請。

常高興

(簽署)

- 附註：
- 請參閱《賭博條例》第 22 條及《賭博規例》(第 148 章)。
 - 如申請是代表一間公司提出，須填寫表格 7。如申請是代表《社團條例》(第 151 章)對其適用的會社或社團提出，須填寫表格 8。如申請並非代表公司或該等社團或會社提出，則須填寫表格 6。
 - 請注意：如虛報或漏報任何重要資料，可導致有關公職人員拒絕發給牌照。
 - 如有關公職人員決定發給牌照，則須在發牌時向有關公職人員繳付費用\$13,100，除非獲免收或減收費

**Provision of Personal Data
in Connection with an Application for Tombola Licence
under the Gambling Ordinance (Chapter 148)**

Purposes of Collection of Personal Data

The personal data provided by you or the solicitor/agency on your behalf to the Office of the Licensing Authority of Home Affairs Department (OLA) in connection with your application for tombola licence under the Gambling Ordinance (Cap. 148) will be used for the following purposes :—

- (a) to facilitate assessment of your application for the grant of the licence;
- (b) to facilitate enforcement of the laws, regulations or conditions in respect of the licence; and
- (c) to facilitate communication between the Government and yourself on your application and other relevant licensing matters.

The forms must be completed in full. If you do not provide sufficient information, OLA may not be able to process your application.

Transfer of Personal Data

2. The personal data you provide may be transferred to other Government departments for the purposes mentioned in paragraph 1 above.

Correction and Access to Personal Data

3. For correction of or access to personal data given by you in the application, please contact Licensing Officer (Miscellaneous)¹ of the OLA at 2117 2977.

根據《賭博條例》(第 148 章)申領氹波拿牌照

提供個人資料須知

收集個人資料目的

你或你的代表律師／代理人根據《賭博條例》(第 148 章)申領氹波拿牌照時向民政事務總署牌照事務處(下稱“本處”)提供的個人資料將作下列用途：

- (a) 協助當局審核發牌申請；
- (b) 協助當局執行與牌照有關的法例、規例或條件；
及
- (c) 方便當局就牌照申請及其他有關事宜與你聯絡。

表格上各個項目，均須詳細填妥。若未能提供足夠資料，本處可能無法處理你的申請。

轉移個人資料

2. 你所提供的個人資料可能會轉交其他政府部門，作上文第一段所述的用途。

更改或查閱個人資料

3. 若你打算更改或查閱已提供的個人資料，請致電 2117 2977 與本處牌照主任(雜類牌照)1 聯絡。

This form should be submitted to Unit 2503-05, 25th Floor, AIA Tower, 183 Electric Road, North Point, Hong Kong. For application by post, please **affix sufficient stamp** to ensure delivery in order.

Form 2

Application No.

GAMBLING REGULATIONS

To the public officer appointed by the Secretary for Home Affairs (“the public officer”)

APPLICATION FOR TOMBOLA LICENCE

BEFORE completing this application READ the *Note* below.

I hereby apply for a licence to organize and conduct games of tombola.

In support of my application I attach Form
(see Note 2 below)

duly completed, together with the following particulars:

1. The purpose of the game is to raise funds for the to be used
(name of club, society)
for
(club expenses, particular project)

2. The games will be conducted at the following place, days and times –

<i>Place</i>	<i>Days</i>	<i>Times</i>
.....
.....
.....

and the first games will be held at
(place)
onat
(date) (time)

- 3. The cost of one tombola card taken in an individual game will be
- 4. The maximum number of tombola cards which may be issued for an individual game will be
- 5. The maximum commission or charge levied against the total contributions to any individual game will be per cent.
- 6. The total number of games held in any single day will not exceed.....
(delete one)
- 7. A “jackpot” (大獎) or “snowball” (累積獎金) will/will not be offered in respect of a day’s play, of an amount of \$

I certify that the information supplied by me in this application is to the best of my knowledge and belief, both true and correct.

Dated this day of

.....
(Signature)

- Note:*
- 1. You are advised to refer to section 22 of the Gambling Ordinance and the Gambling Regulations Cap 148.
 - 2. If the application is on behalf of a company, complete Form 7. If the application is on behalf of a club or society in respect of which the Societies Ordinance (Cap. 151) applies, complete Form 8. If the application is not on behalf of a company or such a society or club, complete Form 6.
 - 3. You are warned that any material falsification or omission of information may result in the public officer’s refusal to grant a licence.
 - 4. If the public officer decides to grant a licence, a fee of \$13,100 will be payable to the public officer upon such grant, unless waived or reduced.

請將此表格送交香港北角電氣道 183
號友邦廣場 25 樓 2503-05 室。如以郵
遞形式寄交，請貼上足額郵票，以確
保郵遞無誤。

表格 2

申請書編號.....

賭博規例

致：民政事務局局长委派的公職人員（“有關公職人員”）

氹波拿牌照申請書

在填寫本申請書前，應先閱讀下面的附註。

本人.....現申請發給組織及經營氹波拿博彩
遊戲的牌照。

現附上已填妥的表格.....，並提供以下資料，以
(見下面附註 2)
支持本人的申請：

1. 舉辦氹波拿博彩遊戲的目的，是為.....
(會社、社團名稱)
籌款，用以.....。
(會社支出、某項計劃)
2. 氹波拿博彩遊戲將於下列地點、日期及時間舉行—

地點	日期	時間
.....
.....
.....

而首次博彩遊戲將於.....在
(日期) (時間)
.....舉行。
(地點)

3. 每局博彩遊戲中就每張氹波拿咭收取的費用為.....。
4. 在每局博彩遊戲中最多發出氹波拿咭.....張。
5. 就每局博彩遊戲的總收入所收取的佣金或費用最多為百分之.....。
6. 每天舉行的博彩遊戲總局數不會超過.....局。
7. 就每一天的博彩遊戲將會/不會(刪去不適用者)提供“大獎”(jackpot)
或“累積獎金”(snowball)，其款額為\$.....。

現證明就本人所知所信，本人在此申請書內填報的資料，全屬真確
無誤。

日期：.....年.....月.....日

.....
(簽署)

- 附註：1. 請參閱《賭博條例》第 22 條及《賭博規例》(第 148 章)。
2. 如申請是代表一間公司提出，須填寫表格 7。如申請是代表《社團條例》
(第 151 章)對其適用的會社或社團提出，須填寫表格 8。如申請並非代
表公司或該等社團或會社提出，則須填寫表格 6。
 3. 請注意：如虛報或漏報任何重要資料，可導致有關公職人員拒絕發給牌
照。
 4. 如有關公職人員決定發給牌照，則須在發牌時向有關公職人員繳付費用
\$13,100，除非獲免收或減收費用。

This form should be submitted to Unit 2503-05, 25th Floor, AIA Tower, 183 Electric Road, North Point, Hong Kong. For application by post, please **affix sufficient stamp** to ensure delivery in order.

FORM 6

In support of Application No.

GAMBLING REGULATIONS

To the public officer appointed by the Secretary for Home Affairs (“the public officer”)

BEFORE completing this form READ the *Note* below.

1. Name of applicant
 2. Identity Card number
 3. Business Registration or Commercial Code number
 4. Telephone number
 5. Residential Address
 6. Date of Birth
 7. Place of Birth
 8. Nationality
 9. Give details of any other licences under the Gambling Ordinance for which application has previously been made
 10. Give details of any current licences under the Gambling Ordinance held by the applicant
 11. Give details of any previous experience of applicant in respect of the licence applied for
 12. Has the applicant ever been convicted of an offence? Yes/No
If "Yes", give details
- (court where convicted, date of conviction, offence and penalty)*
-

I certify that the information supplied by me in this form is to the best of my knowledge and belief, both true and correct.

Dated this day of

.....
(Signature)

-
- Note:*
1. Complete this form only if you are *not* making application on behalf of a company *or* on behalf of a club or society in respect of which the Societies Ordinance (Cap. 151) applies.
 2. You are warned that any material falsification or omission of information may result in the public officer's refusal to grant a licence.

請將此表格送交香港北角電氣道 183
號友邦廣場 25 樓 2503-05 室。如以郵
遞形式寄交，請貼上足額郵票，以確
保郵遞無誤。

表格 6

為支持編號.....的申請書

賭博規例

致：民政事務局局長委派的公職人員（“有關公職人員”）

在填寫本申請書前，應先閱讀下面的附註。

1. 申請人姓名：.....。
2. 身分證號碼：.....。
3. 商業登記或商業編號號碼：.....。
4. 電話號碼：.....。
5. 住址：.....。
6. 出生日期：.....。
7. 出生地點：.....。
8. 國籍：.....。
9. 列出過去曾根據《賭博條例》申請任何其他牌照的詳情.....。
10. 列出申請人現時持有根據《賭博條例》所發給任何牌照的詳情.....。
11. 詳細列出申請人關乎目前所申請的牌照的任何過往經驗.....。
12. 申請人曾否因任何罪行被定罪？ 曾 / 不曾
如答案屬“曾”，請述詳情：.....
(定罪法庭、定罪日期、有關罪行及刑罰)
.....。

現證明就本人所知所信，本人在此表格內填報的資料，全屬真確無誤。

日期：.....年.....月.....日

.....
(簽署)

- 附註： 1. 只有既非代表公司，亦非代表《社團條例》(第 151 章)對其適用的會社或社團提出申請者，方須填寫此表格。
2. 請注意：如虛報或漏報任何重要資料，可導致有關公職人員拒絕發給牌照。

This form should be submitted to Unit 2503-05, 25th Floor, AIA Tower, 183 Electric Road, North Point, Hong Kong. For application by post, please **affix sufficient stamp** to ensure delivery in order.

FORM 7

In support of Application No.

GAMBLING REGULATIONS

To the public officer appointed by the Secretary for Home Affairs ("the public officer")

BEFORE completing this form READ the *Note* below.

1. Full name of company

2. Type of company (Public, Private, Limited by share or guarantee)

3. Is the company incorporated in Hong Kong? Yes/No
If "No", give details as to where it is incorporated.

4. Date of incorporation (attach a copy of the Memorandum of Association (if any) and Articles of Association)

5. Issued capital

6. Does the company hold an interest in any other company or undertakings? Yes/No
If "Yes", give details

7. Give the names and addresses of any lenders, mortgagees, or others providing finance, with the full term of such loans.

Name	Address	Amount	Terms	Duration

8. Has a director, the secretary or a manager of the company ever been convicted of an offence? Yes/No
If "Yes", give details (court where convicted, date of conviction, offence and penalty)

9. Has the company ever been the subject of a winding-up petition? Yes/No
If "Yes", give details

10. Give the name and address of the auditors to the company

11. Give a list of all bank accounts held by the company

FORM 7

(continue)

In support of Application No.

12. Give details of the directors, managers and the company secretary.

Name	Address	Date of Birth	Nationality

13. Is the company a wholly or partly owned subsidiary of another company? Yes/No
If "Yes", give details together with the same particulars as in questions 1 to 12 on a separate sheet in relation to the ultimate controlling company.

14. Give details of any other licences under the Gambling Ordinance for which application has previously been made

15. Give details of any current licences under the Gambling Ordinance held by the company

16. Give details of any previous experience of the company in respect of the licence applied for

I certify that the information supplied by me in this form is to the best of my knowledge and belief, both true and correct.

Dated this day of.....

.....
(Signature)

Position in Company

-
- Note:* 1. Complete this form only if you are making application on behalf of a company.
2. You are warned that any material falsification or omission of information may result in the public officer's refusal to grant a licence.

請將此表格送交香港北角電氣道 183
號友邦廣場 25 樓 2503-05 室。如以郵
遞形式寄交，請貼上足額郵票，以確
保郵遞無誤。

表格 7

為支持編號.....的申請書

賭博規例

致：民政事務局局長委派的公職人員（“有關公職人員”）

在填寫本表格前，應先閱讀下面的附註。

1. 公司全名.....
..... °
2. 公司類別（公眾、私人、股份有限或擔保有限）.....
..... °
3. 該公司是否在香港成立為法團？ 是/ 否
如答案屬“否”，請詳述公司在何處成立法團。
..... °
4. 成立為法團的日期（附上公司的組織章程大綱（如有的話）及組織章程細則副本）..... °
5. 已發行資本..... °
6. 該公司是否持有任何其他公司或機構的權益？ 是/ 否
如答案屬“是”，請述詳情：.....
..... °
7. 列出所有貸款人、承按人或其他提供資金的人的姓名/ 名稱及地址，並詳細說明貸款的條款。

姓名/ 名稱	地址	款額	條款	期限

8. 該公司的董事、秘書或經理曾否因任何罪行被定罪？ 曾/ 不曾
如答案屬“曾”，請述詳情（定罪法庭，定罪日期、有關罪行及刑罰）..... °
9. 公司曾否為一宗清盤申請案的對象？ 曾/ 不曾
如答案屬“曾”，請述詳情：.....
..... °

表格 7

10. 公司核數師的姓名及地址.....
.....
.....。

11. 列出公司所持的所有銀行戶口.....
.....
.....。

12. 列出關於董事、經理及公司秘書的詳細資料。

姓名	地址	出生日期	國籍

13. 該公司是否是另一間公司的全資擁有或非全資擁有附屬公司？ 是 否
如答案屬“是”，請另紙說明有關詳情，以及就最終控權公司提供上述問題 1 至 12 所需的資料。

14. 列出過去曾根據《賭博條例》申請任何其他牌照的詳情.....
.....
.....。

15. 列出公司現時持有根據《賭博條例》所發給任何牌照的詳情.....
.....
.....。

16. 詳細列出公司關乎目前所申請的牌照的任何過往經驗.....
.....
.....。

現證明就本人所知所信，本人在此表格內填報的資料，全屬真確無誤。

日期：.....年.....月.....日

.....
(簽署)

在公司擔任的職位.....

附註： 1. 只有代表公司申請者，方須填寫此表格。
2. 請注意：如虛報或漏報任何重要資料，可導致有關公職人員拒絕發給牌照。

This form should be submitted to Unit 2503-05, 25th Floor, AIA Tower, 183 Electric Road, North Point, Hong Kong. For application by post, please **affix sufficient stamp** to ensure delivery in order.

FORM 8

In support of Application No.

GAMBLING REGULATIONS

To the public officer appointed by the Secretary for Home Affairs (“the public officer”)

BEFORE completing this form **READ** the *Note* below.

- 1. Name of society or club
- 2. Type of society or club and objects(sports, social)
- 3. Date society or club formed
(attach a copy of the Club Rules or Constitution)

4. Give details of the following persons involved in the administration of the society or club—

	<u>Name</u>	<u>Address</u>
President/Chairman
Secretary
Treasurer
Accountant/Auditor

5. Has an officer of or any person involved in the administration of the club or society ever been convicted of an offence? Yes/No
If "Yes", give details. (Court where convicted, date of conviction, offence and penalty)

.....

6. Give a list of the current assets under the control of the club or society and value thereof.

<u>Asset</u>	<u>Value</u>
.....
.....

7. Give details of any other licences under the Gambling Ordinance for which application has previously been made

8. Give details of any current licences under the Gambling Ordinance held by the club or society

9. Give details of any previous experience of applicant in respect of the licence applied for

I certify that the information supplied by me in this form is to the best of my knowledge and belief, both true and correct.

Dated this day of

.....
(Signature)

Position in the club or society

- Note:*
- 1. Complete this form only if you are making application on behalf of a club or society.
 - 2. You are warned that any material falsification or omission of information may result in the public officer's refusal to grant a licence.

請將此表格送交香港北角電氣道 183
號友邦廣場 25 樓 2503-05 室。如以郵
遞形式寄交，請貼上足額郵票，以確
保郵遞無誤。

表格 8

為支持編號.....的申請書

賭博規例

致：民政事務局局長委派的公職人員(“有關公職人員”)

在填寫本表格前，應先閱讀下面的附註。

1. 社團或會社的名稱.....。
2. 社團或會社類別及其宗旨.....。
(體育運動、社交)
3. 社團或會社成立日期.....。
(附上該會社規則或章程副本)
4. 列出以下參與社團或會社行政的人的詳細資料—

	<u>姓名</u>	<u>地址</u>
會長/主席
秘書
司庫
會計師/核數師
5. 會社或社團的高級人員或參與會社或社團行政的人曾否因任何罪行被定罪？曾/不曾
如答案屬“曾”，請述詳情(定罪法庭、定罪日期、有關罪行及有關刑罰)。
.....。
6. 列出會社或社團所控制的現有資產及其價值。

<u>資產</u>	<u>價值</u>
.....
.....
7. 列出過去曾根據《賭博條例》申請任何其他牌照的詳情.....。
8. 列出會社或社團現時持有根據《賭博條例》所發給任何牌照的詳情。
.....。
9. 詳細列出申請人關乎目前所申請的牌照的任何過往經驗.....。

現證明就本人所知所信，本人在此表格內填報的資料，全屬真確無誤。

日期：.....年.....月.....日

.....
(簽署)

在會社或社團擔任的職位.....

- 附註：
1. 只有代表會社或社團申請者，方須填寫此表格。
 2. 請注意：如虛報或漏報任何重要資料，可導致有關公職人員拒絕發給牌照。

Payment of Licence Fee

The licence fee is as follows—

<u>Licence</u>	<u>Amount of Fee</u>
Tombola	HK\$13,100

The licence fee may be paid by crossed cheque or in cash.

Payment by Crossed Cheque

The cheque should be crossed and made payable to “The Government of the Hong Kong Special Administrative Region”. The cheque should not be made payable to any individual officer. Please write your name on the back of the cheque. Post-dated cheque will not be accepted.

How to Make Payment?

Please visit the Office of the Licensing Authority between 9:30 a.m. and 12:00 noon and between 2:00 p.m. and 4:00 p.m. (except Saturdays, Sundays and public holidays) to obtain a demand note. We will show you how to make the payment. **Do not send cash/cheque by mail. Please note that we do not provide Shroff Office service starting from November 2019.**

Refund

Please keep the original official receipt. In case the application is refused or withdrawn by you before the issue of licence, payment will be refunded only upon surrender of the original official receipt.

The address of the Office of the Licensing Authority is listed as below —

Address: Unit 2503-05, 25th Floor, AIA Tower,
183 Electric Road, North Point, Hong Kong

繳付牌費指引

牌照費用如下：

<u>牌照</u>	<u>費用</u>
氹波拿牌照	港幣 13,100 元

申請人可選擇以劃線支票或現金方式繳付牌照費用。

以劃線支票方式繳費

支票必須劃線並註明支付「香港特別行政區政府」，切勿填寫個別人員姓名。請在支票背面寫上你的姓名。期票概不受理。

如何繳費？

請於上午 9 時 30 分至正午 12 時及下午 2 時至 4 時(星期六、星期日及公眾假期除外)親自前往牌照事務處索取繳款通知書，本處職員會告知你如何繳費。切勿郵寄現金/支票。請注意自 2019 年 11 月起，本處不設繳費處服務。

退還款項

請保留收據正本。倘若申請被拒或你於牌照發出前撤銷申請，你須交回收據正本方獲退還牌照費用。

牌照事務處的地址如下：

地址：香港北角電氣道 183 號友邦廣場 25 樓 2503-05 室

【Please attach this form together with your licence application forms.】

☞ Exemption of Licence Fee and Collection of Licence ☜

Please indicate your preferences below.

Exemption of Licence Fee

- I represent a local registered charity. I wish to apply for a waiver of the licence fee.

Collection of Licence

- I wish to collect the licence in person at Office of the Licensing Authority in Unit 2503-05, 25/F, AIA Tower, 183 Electric Road, North Point, Hong Kong.
- I wish to authorize a person to collect the licence on my behalf. (Please ask the authorized person to bring along your letter of authorization bearing the name and Hong Kong Identity Card number of that person for authentication purpose upon collection of licence.)
- Please send the licence to me by post* to the following address:

Name: _____
Address: _____

Signature of Applicant

Name of Applicant

Name of Organization

Note

- Please tick (✓) as appropriate.

* Licences are sent out by registered mail (normal delivery lead time will be about 3 to 4 working days).

【此表格應與牌照申請書一併遞交。】

☞ 申請豁免牌照費用及領取牌照方法表格 ☜

請選擇你擬採用的方法。

豁免牌照費用

- 本人代表的機構乃一本地註冊慈善機構。本人擬申請豁免牌照費用。

領取牌照

- 本人擬親身到牌照事務處位於香港北角電氣道183號友邦廣場25樓2503-05室的辦事處領取牌照。
- 本人擬委託另一人代表領取牌照(請將你的委託書交給受委託人,委託書上須註明受委託人的姓名及香港身份證號碼,以便確認身分)。
- 請按下列地址將牌照寄*給本人:

姓名 :	_____
地址 :	_____

申請人簽署 : _____

申請人姓名 : _____

機構名稱 : _____

年 月 日

附註

- 請在適當方格內加上✓號。

* 牌照會以掛號函件寄出(一般郵遞時間大約為三至四個工作天)。

【Please attach this form together with your licence application forms for processing.】

Contact Details of Applicant and Contact Person

Tombola Licence Application

Please attach a copy of the applicant's Hong Kong Identity Card/Passport

Name of Applicant : <i>Mr./Mrs./Miss/Ms.</i> * : _____	
Name in Chinese : _____	
Hong Kong Identity Card / Passport No. : _____	
Office Address : _____ _____	
Office Phone No. : _____	Fax No. : _____
Home Phone No. : _____	Mobile Phone No. : _____
Email Address. : _____	

Please provide information of a contact person (if different from the applicant)

Name of Contact Person : <i>Mr./Mrs./Miss/Ms.</i> * : _____	
Name in Chinese : _____	Office Phone No. : _____
Mobile Phone No. : _____	Fax No. : _____
Email Address. : _____	

Note

1. The personal data provided above will be used to facilitate communication between the Government and the applicant on the above application and other relevant licensing matters. Please complete the form in full.
2. The personal data provided may be transferred to other Government bureaux and departments for the purposes mentioned above.
3. For correction of or access to personal data given in this form, please contact Licensing Officer (Miscellaneous)1 of the Office of the Licensing Authority, Home Affairs Department at 2117 2977.

* Please delete whichever is inapplicable.

【此表格應與牌照申請書一併遞交，以便處理。】

申請人及聯絡人資料

申請氹波拿牌照

請夾附申請人的香港身份證或護照副本一份

申請人姓名：	_____	先生／太太／小姐／女士 *
英文姓名：	_____	
香港身份證／護照號碼：	_____	
辦事處地址：	_____ _____	
辦事處電話：	_____	傳真電話：_____
住宅電話：	_____	手提號碼：_____
電郵地址：	_____	

請提供聯絡人資料（若與申請人並非同一人）

聯絡人姓名：	_____	先生／太太／小姐／女士 *
英文姓名：	_____	辦事處電話：_____
手提電話：	_____	傳真號碼：_____
電郵地址：	_____	

附註

1. 這份表格提供的個人資料，將會用作協助政府就上述申請及其他有關牌照事宜與你聯絡。請填妥表格內各項資料。
2. 提供的個人資料可能會轉交政府各局及其他部門作處理這項申請的用途。
3. 若你打算更改或查閱這份表格提供的個人資料，請致電 2117 2977 與民政事務總署牌照事務處牌照主任(雜類牌照)1 聯絡。

* 請刪去不適用者

File reference: HAD LA ELT/15/F -

To the public officer appointed the Secretary for Home Affairs

Application for Renewal of Tombola Licence

I wish to renew my Tombola Licence when it expires.

Exemption of licence fee

- I represent a local registered charity. I wish to apply for a waiver of the licence fee.

Collection of Licence

- I wish to collect the licence in person at Office of the Licensing Authority in Unit 2503-05, 25th Floor, AIA Tower, 183 Electric Road, North Point, Hong Kong.
- I wish to authorize a person to collect the licence on my behalf. (The authorized person will bring along my letter of authorization bearing the name and Hong Kong Identity Card number of that person for authentication purpose upon collection of licence.)
- Please send the licence to me by post* to the address specified below :

Name: _____
Address: _____

Signature of Applicant

Name of Applicant

Name of Organization

Date: _____

Note Please tick (✓) as appropriate.

* Licences are sent out by registered mail (normal delivery lead time will be about 3 to 4 working days).

檔案編號： HAD LA ELT/15/F -

致：民政事務局局長委派的公職人員

氹波拿牌照續期申請

本人希望申請氹波拿牌照續期。

豁免牌照費用

- 本人代表的機構乃一本地註冊慈善機構。本人擬申請豁免牌照費用。

領取牌照

- 本人擬親身到牌照事務處位於香港北角電氣道 183 號友邦廣場 25 樓 2503-05 室的辦事處領取牌照。
- 本人擬委託另一人代表領取牌照(受託人將帶同本人的委託書。委託書上已註明受委託人的姓名及香港身份證號碼，以便確認身分)。
- 請按下列地址將牌照寄*給本人：

姓名： _____

地址： _____

申請人簽署： _____

申請人姓名： _____

機構名稱： _____

年 月 日

附註 請在適當方格內加上 ✓ 號。

* 牌照會以掛號函件寄出(一般郵遞時間大約為三至四個工作天)。