

民政及青年事務局
青年宿舍計劃 –
將酒店和旅館轉作青年宿舍用途的資助計劃

Home and Youth Affairs Bureau
Youth Hostel Scheme –
Subsidy Scheme for Using Hotels and
Guesthouses as Youth Hostels

(只供內部填寫 Official Use Only)

收件日期：_____

Date of Receipt: _____

編號：_____

Serial No.: _____

登記酒店或旅館作青年宿舍

REGISTRATION FOR THE USE OF HOTELS AND GUESTHOUSES AS YOUTH HOSTELS

第一部分 酒店/旅館所在位置及營業詳情

Section I Particulars of the hotel/guesthouse and business

*酒店/旅館名稱

Name of *hotel/guesthouse

英文 Name in English: _____

中文 Name in Chinese : _____

現有牌照號碼：

Existing license number: H/ _____

酒店/旅館地址：

Address of hotel/guesthouse: _____

酒店/旅館電話號碼：

Telephone No. of hotel/guesthouse: _____

酒店/旅館電郵地址：

Email address of hotel/guesthouse: _____

客房數目：

Number of guest rooms: _____

其他補充資料(如有)：

Supplementary information (if any): _____

第二部分 聯絡人資料

Section II Particulars of contact person

聯絡人應在提供個人資料前參閱第 8-9 頁的收集個人資料聲明。

The contact person should take note of the Personal Information Collection Statement on pages 8-9 before giving his/her particulars below.

姓名 : *

Name in English: *

通訊地址 :

Correspondence address:

電話號碼 :

Telephone no.:

電郵地址 :

Email address:

第三部分 有關牌照及其他事宜

Section III License and other matters

(a) 在提交本表格時，你一直管理上述的酒店/旅館。

You 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/旅館所在的大廈—

Regarding the building where the registered hotel/guesthouse is situated —

(1) 請聲明盡你所知，酒店/旅館所在的大廈曾否被指控因經營酒店/旅館而違反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 the 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

(2) 如有收到經營酒店/旅館違反該大廈公契或政府租契(如沒有相關大廈公契)的指控，請提供文件(例如由法律執業者簽署的證明書)證明(a)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/旅館或商業用途，或私人住宅用途以外的其他用途及(b)沒有其它使有關處所被禁止營運資助計劃的項目的條文。

Should there be such allegation(s), please provide documentary proof (e.g. a certificate signed by a legal practitioner) confirming that (a) there is no express

restrictive provision in the DMC or Government lease (if there is no DMC) that hotel/guesthouse operation or commercial activities are not allowed in the building, or the premises is for private residential use only and (b) there is no provision that may otherwise prohibit the operation of the Subsidy Scheme.

☐ 是 Yes ☐ 否 No ☐ 不適用 Not applicable

(3) 請聲明盡你所知，將所屬酒店/旅館轉作青年宿舍用途是否符合相關「分區計劃大綱圖」內有關土地用途的規定，以及相關地契的條款。

Please declare, to the best of your knowledge, whether the converted use of the hotel/guesthouse premises as youth hostel complies with the land use conditions in the relevant Outline Zoning Plan, as well as the relevant clauses in the land lease.

☐ 是 Yes ☐ 否 No

第四部分 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
登記作為青年宿舍的客房數目: No. of guestrooms for registration to use as youth hostel:	<p>總共 Total _____間 no.</p> <p>當中具有窗戶的客房數目: No. of guestrooms with windows: _____間 no.</p>
期望租金水平: Expected rental level:	HK\$ _____ - _____ / 房 room / 月 month
其他補充資料(請另行附上，例如客房相片、平面圖等): Other supplementary information (please attach separately e.g. photos of guestrooms, floor plans, etc.):	

其他責任

Other liability

- (i) 使用酒店及旅館作為青年宿舍，並不會免除任何由政府批出的地契、租約或牌照內所載的任何條款，亦不會影響或改變酒店/旅館所在樓宇的大廈公契或其他契約的條文。持牌人如違反適用法律及規例、大廈公契或其他租契及協議，須承擔一切後果和責任，絕對不會因使用酒店及旅館作為青年宿舍而得到豁免或受到保護。

The use of hotels and guesthouses as youth hostels does not act as a waiver of any terms in any land lease, tenancy agreement or license 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 youth hostels does not exempt or protect the license holder from any consequence and liability of any breach of applicable laws and regulations, DMC or other leases and agreements.

- (ii) 民政及青年事務局會載列持牌酒店/旅館地址和第四部分內所提供的補充資料並上載到民政及青年事務局網站(www.hyab.gov.hk)，但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 Home and Youth Affairs Bureau's website (www.hyab.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民政及青年事務局要求退出登記。

To withdraw your application for registration after submitting the registration form, please write to the Home and Youth Affairs Bureau.

遞交登記

Submission of registration

登記表格應以郵寄或親自遞交至以下通訊地址，或以電郵方式遞交至以下電郵地址：

通訊地址：

香港添馬添美道 2 號

政府總部西翼 13 樓

「青年宿舍計劃」-

將酒店和旅館轉作青年宿舍用途的資助計劃

電郵地址：yhs@hyab.gov.hk

Applications (including a duly completed application form (in original) and all the required documents) should be submitted either by post or in person to the following correspondence address, or by email to the following email address:

Correspondence address:

Youth Hostel Scheme – Subsidy Scheme for Using
Hotels and Guesthouses as Youth Hostels
13/F, West Wing, Central Government Offices
2 Tim Mei Avenue, Tamar, Hong Kong

Email address: yhs@hyab.gov.hk

如有任何查詢，請與民政及青年事務局聯絡。

Please contact the Home and Youth Affairs Bureau if you have any enquiries.

電話號碼 Telephone No. : 3655 4176

電郵地址 Email Address : yhs@hyab.gov.hk

聲明及同意書
Declaration and Consent Form

1. 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/我們明白如資料不實及/或未有提供要求的資料，包括任何個人資料(定義見《個人資料(私隱)條例》(第 486 章) (「私隱條例」))，登記將被當作無效。

I/We certify that all the information given herein and submissions made in relation to this registration form are true and accurate. I/We understand that any inaccurate information and/or a failure to provide the requested information, including any personal data (as defined in the Personal Data (Privacy) Ordinance (Cap. 486) (“PDPO”)), will render the registration invalid.

2. 本人/我們同意政府可使用本登記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包括研究、安排宣傳資助計劃或已批准的項目、監督及評估項目、與相關人士/團體分享，以及與上述用途直接有關、引起及其附帶的其他用途。本人/我們並同意政府如有需要，可在符合私隱條例的規定下，將登記表格內及日後所提交的資料公開。

I/We agree that information given herein and documents submitted in relation to this registration may be used by the Government to process the registration and for related purposes including conducting research, arranging publicity for the Subsidy Scheme or the approved projects, monitoring and evaluation of the projects and sharing with other parties concerned, and any other purposes directly related to, arising from or incidental to the above purposes. I/We also agree that information contained in this registration form and subsequent submissions may be published by the Government if necessary, subject to the provisions of the PDPO.

3. 本人/我們同意及/或獲妥為授權按此登記表格的要求提供個人資料（定義見私隱條例）。本人/我們已閱讀收集個人資料聲明（「聲明」）並明白其內容，並同意政府可將提供的個人資料用於聲明第 1 段指明的用途。

I/We agree to and/or are duly authorised to provide personal data (as defined under the PDPO) as required in this registration form. I/We have read the Personal Information Collection Statement (“Statement”) and understand its content, and agree that the personal data provided may be used by the Government for the purposes specified in paragraph 1 of the Statement.

4. 本人/我們同意此登記中的個人資料可傳送和/或披露至其他政府政策局、部門、其他相關機構和第三方，以作聲明第 1 段的指明用途。

I/We agree that the personal data provided in this registration may be transferred and/or disclosed to other Government bureaux, departments, other relevant organisations and third parties for the purposes specified in paragraph 1 of the Statement.

5. 本人/我們為登記使用酒店或旅館作為青年宿舍，現同意民政事務總署牌照事務處向民政及青年事務局傳送和/或披露有關酒店/旅館牌照事宜的資料。

I/We hereby give consent to the Office of the Licensing Authority, Home Affairs Department of the Hong Kong Special Administrative Region to transfer and/or disclose information on the license matters relating to the hotel/guesthouse to the Home and Youth Affairs Bureau for the purposes of this registration for the use of hotels and guesthouses as youth hostels.

6. 本人/我們授權、指示及要求有關政府政策局及部門在收到民政及青年事務局提出要求時提供所需的任何及全部資料。

I/We authorise, direct and request Government bureaux and departments which may be approached by the Home and Youth Affairs Bureau, to supply any and all information which it may require.

7. 本人/我們明白政府或會與本人/我們聯絡，以核實與此登記相關的已提供資料及所呈交的文件。

I/We understand that the Government may contact me/us to verify the information provided and documents submitted in relation to this registration.

登記人/登記人的獲授權代表簽署 Signature by the registrant/ authorised signatory for and on behalf of the registrant:

姓名 Name:

在團體所擔任的職位(如適用)

Position held in the body of persons (if applicable):

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為簽署。

For a registrant which is a body of persons, the following person must sign for and on behalf of the body of persons with the authenticating chop (e.g. company chop) –

For a body corporate, the director of the body corporate;

For a partnership, a partner of the partnership;

For any other unincorporated body, a person concerned in the management of the body

日期 Date :

(注意：簽名式樣及團體印鑑必須與民政事務總署牌照事務處的最後紀錄相符。)

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

收集個人資料聲明
Personal Information Collection Statement

收集的目的
Purpose of Collection

1. 民政及青年事務局會使用透過本表格所獲得的個人資料作下列用途：

- (a) 處理你/你們在本表格填報的資料和所提交文件的相關事務；
- (b) 研究、安排宣傳資助計劃或已批准的項目、監督及評估項目、與相關人士/團體分享；及
- (c) 與上述用途直接有關、引起及其附帶的其他用途。

The personal data provided by means of this form will be used by the Home and Youth Affairs Bureau for the following purposes:

- (a) Matters relating to the processing of information given herein and documents submitted by you;
- (b) conducting research, arranging publicity for the Subsidy Scheme or the approved projects, monitoring and evaluation of the projects and sharing with other parties concerned; and
- (c) any other purposes directly related to, arising from or incidental to the above purposes.

2. 你/你們必須提供本表格所要求的個人資料。假如你/你們未能提供所需資料，可能導致處理此登記時出現延誤，或甚至令此登記被拒絕。

It is obligatory for you to provide the personal data as required in the form. If you fail to provide the required data, this may result in the delay in processing or even rejection of this registration.

3. 本局須根據政府既定資訊保安要求，安全地持有個人資料。本局將採取切實可行的措施，以保障個人資料不受未獲准許的或意外的查閱、處理、刪除、喪失或使用。

The Home and Youth Affairs Bureau shall hold the personal data securely in accordance with prevailing Government information security requirements. All practicable steps will be taken to protect the personal data against unauthorised or accidental access, processing, erasure, loss or use.

傳送和/或資料披露

Transfer and/or Disclosure of the Personal Data

4. 本局不會把你/你們在本表格提供的資料，用於未於上述第 1 段指明的任何其他用途，亦會根據收集資料的目的及相關法定條文，按需要將你/你們的個人資料保存一段合理時間。在那之後，你/你們的個人資料將被刪除。

The information provided by you in this form will not be used by the Home and Youth Affairs Bureau for any other purposes not specified in paragraph 1 above. Your personal data will be kept by the Home and Youth Affairs Bureau for a reasonable period of time as may be required for the purposes for which the data are collected and in accordance with relevant statutory provisions. After that time, your personal data will be erased.

5. 出於上述第 1 段所列的用途，你/你們在此登記表格中提供的個人資料可被傳送和/或披露至其他政府政策局、部門、其他相關機構和第三方。

The personal data you provided in this form may be transferred and/or disclosed to other Government bureaux, departments, other relevant organisations and third parties for the purposes mentioned in paragraph 1 above.

索閱個人資料

Access to Personal Data

6. 根據《個人資料(私隱)條例》(第 486 章)(「本條例」)，個人資料的當事人及獲該個人資料的當事人書面授權的任何人士有權查閱及改正所提交的個人資料。本局有權就有關資料索閱的要求收取合理費用。如要求查閱及改正個人資料，請與本局聯絡。

An individual who is the subject of the personal data and any person authorised by such personal data subject in writing have the right of access and correction with respect to the personal data as provided under the PDPO. The Home and Youth Affairs 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 Home and Youth Affairs Bureau.

– 完 –

– End –