



衛生署控煙酒辦公室  
Tobacco and Alcohol Control Office  
Department of Health

1801-1803, 18/F, WING ON KOWLOON CENTRE, 345 NATHAN ROAD, KOWLOON  
Telephone: 2961 8823 Fax: 2575 8944 Website: www.taco.gov.hk Email: taco@dh.gov.hk

## Prescribed Notice (Liquor) Application Form

### To be Completed by Applicant

Company Name:			
Applicant Name:			
Applicant Post Title:			
Telephone Number:		Fax Number:	
E-mail Address:			
Delivery Address:		I will collect the notices at TACO Office in person	
Number of Prescribed Notices Requested:			

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Official Use Only

Approving Officer:	Date of Approval:
Collection Date and Time:	Officer Handling Requisition (with Signature):
Collector's Name:	Collector's Signature:
File Reference:	Remarks:

### Notes to Applicant

1. The finished application form could be submitted:
  - Via email: You may send this electronic form to [taco@dh.gov.hk](mailto:taco@dh.gov.hk)
  - Via fax: Our fax number is 2575 8944.
  - By mail or in person: Our mailing address is 1801-1803, 18/F, Wing On Kowloon Centre, 345 Nathan Road, Kowloon. You could also visit our office for submission.
2. If you apply for **ten or more notices, you are required to collect them at our office in person.**
3. Please bring your own bags to collect the notices.

## **Notice of Collection of Personal Data**

### **1. Purpose of Collection**

- i. The personal data provided will be used by the Department of Health (“DH”) for processing your application.
- ii. The personal data collected will be retained no longer than necessary for the fulfillment of the above purpose.
- iii. The provision of personal data is voluntary. If you do not provide sufficient information, we may not be able to provide the requested service to you.

### **2. Classes of Transferees**

The personal data you provide are mainly for use within DH but they may also be disclosed to other Government bureaux/departments or relevant parties for the purposes mentioned in Section 1 above, if required. Apart from this, the data may only be disclosed to parties where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

### **3. Access to Personal Data**

You have the right of access and correction with respect to your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by you during the occasions as mentioned in Section 1 above. A fee may be imposed for complying with a data access request.

### **4. Enquiries**

Enquiries concerning personal data provided, including the making of access and corrections, should be addressed to Senior Executive Officer, Tobacco and Alcohol Control Office, Department of Health, Room 1801, 18/F, Wing On Kowloon Centre, 345 Nathan Road, Kowloon.