

香港特別行政區政府入境事務處  
Immigration Department, the Government of  
the Hong Kong Special Administrative Region  
禮拜場所申請特許作為舉行婚禮  
的地點



此欄由辦理機關處理  
FOR OFFICIAL USE ONLY  
檔案條碼 Reference barcode

Application for Licensing a Place of  
Worship for Celebration of Marriages

- 注意： (i) 請用黑色或藍色筆以正楷填寫本申請書。  
Note: Please complete this form in BLOCK letters using black or blue pen.  
(ii) 領取本申請書無須繳費。  
This form is issued free of charge.  
(iii)  請在適當方格內填上「✓」號。  
Please tick as appropriate.

<b>1. 有關禮拜場所的資料 (以下簡稱「該場所」)</b> <b>Particulars of the Place of Worship (short-titled as “the place” thereafter)</b>	
名稱 Name	(中文) in Chinese
	(英文) in English
宗派 Denomination	(中文) in Chinese
	(英文) in English
地址 Address	(中文) in Chinese
	(英文) in English
業權 (請詳述註冊業權人的資料) Ownership (Please state the particulars of registered owner)	
成立日期 Date of establishment	
	日 dd 月 mm 年 yyyy
請說明「該場所」或其範圍內的任何地方是否有用作其他非宗教用途 Please state if “the place” or any part thereof is used for any purposes other than religious purpose	
請說明「該場所」範圍內是否有其他佔用人或租用人 Please state if there are any occupiers or tenants on the premises of “the place”	
「該場所」是否隸屬於任何團體 Is “the place” a member of any parent body <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
如是者，請說明該團體的名稱 If yes, please state the name of the parent body	該團體在香港的會員人數 Total membership of the parent body in Hong Kong
神職人員所使用的語言 Language used by the ministers	
「該場所」的會員人數 Membership of “the place”	「該場所」每次聚會的平均人數 Average size of a congregation at “the place”
「該場所」提供保存紀錄的設施 Facilities provided in “the place” for safe custody of records	
就本人所知及相信，本頁所填報的資料均屬正確無誤及完整。 The information given in this page is correct and complete to the best of my knowledge and belief.	
日期 Date	神職主管簽署 Signature of Minister-in-charge





**2. 禮拜場所神職主管的個人資料 Particulars of the Minister-in-charge**

姓名 (中文) Name in Chinese	
姓 (英文) Surname in English	
名 (英文) Given names in English	
性別 Sex	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female
出生日期 Date of birth	
日 dd 月 mm 年 yyyy	
香港身份證號碼 HK identity card no.	( ) 國籍 Nationality
旅行證件類別 (如有) Travel document type (if any)	旅行證件號碼 (如有) Travel document no. (if any)
聯絡電話號碼 Contact telephone no.	內線 Ext.
電郵地址 (如有) E-mail address (if any)	
日期 Date	神職主管簽署 Signature of Minister-in-charge

下列文件須連同申請表一併交回  
All documents listed below should be submitted together with the application form

(備註：此項申請會在本處收妥以下所有文件後處理及審批)  
(Remarks: Application will be processed after all the documents listed below are received)

- (i) 「該場所」的照片 (顯示正面及內部, 「該場所」的名牌, 保存文件的設施)  
Photographs of "the place" (showing the frontage and interior view, sign-board, facilities for safe custody of documents)
- (ii) 「該場所」樓面圖則的副本 (顯示申請特許作為舉行婚禮的範圍)  
A copy of the floor plan of "the place" (highlight the place applying for the license for celebration of marriages)
- (iii) 稅務局發給的免稅證明信或其他文件的副本, 用以證明「該場所」屬於非牟利機構  
A copy of letter of tax exemption issued by Inland Revenue Department or documents showing that "the place" is a non-profit making organisation
- (iv) 「該場所」入伙紙的副本  
A copy of the occupation permit of the premises of "the place"
- (v) 批地條件或政府租契的副本  
A copy of the Conditions of Grant or Government Lease
- (vi) 顯示物業業權或原轉讓契約資料的土地註冊處的登記冊副本  
A copy of the Register from Land Registry showing the title of the subject property or the original assignment
- (vii) 「該場所」地址證明的副本 (例如電費單)  
A copy of the address proof of "the place" (e.g. electricity bill)
- (viii) 「該場所」的歷史背景及舉辦活動的資料文件的副本  
A copy of the document showing the history and activities of "the place"
- (ix) 神職主管的身份證明文件副本 (例如香港身份證或有效旅行證件)  
A copy of identity document (e.g. Hong Kong identity card or valid travel document) of the Minister-in-charge
- (x) 神職主管的任命證書副本  
A copy of certification of ordination of the Minister-in-charge



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**填寫申請書 Completion of Form**



本申請書可用中文或英文填寫。  
This form may be completed in Chinese or English.

2

**申請途徑 Application Channels**



**1. 郵遞申請 By post**

請填妥此申請書連同第二頁所列的文件一併郵寄至新界將軍澳寶邑路 61 號入境事務處總部行政大樓 12 樓生死及婚姻登記（支援）組。  
Please complete this application form and submit it with documents listed at page 2 to Births, Deaths and Marriage Registration (Support) Section, 12th Floor, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories.

**2. 網上申請 Through internet**

請於網上（網址：www.gov.hk）填妥申請書及根據指示提交申請。  
Please complete online application form at www.gov.hk and submit application according to the instructions.

3

**收集資料的目的 Purpose of Collection**



申請書內所提供的個人資料會供入境事務處作下列一項或多項用途：—  
The personal data provided in the application form will be used by Immigration Department for one or more of the following purposes:—

1. 辦理特許禮拜場所作為舉行婚禮地點的申請；  
to process the application for licensing a place of worship for celebration of marriages;
2. 執行有關婚姻登記的法例；  
to administer the marriage registration related ordinances;
3. 實施／執行《入境條例》（第 115 章）及《入境事務隊條例》（第 331 章）的有關條文規定，以及履行入境管制職務，藉此協助其他政府決策局和部門執行其他法例和規例；  
to administer/enforce relevant provisions of the Immigration Ordinance (Chapter 115) and Immigration Service Ordinance (Chapter 331) and to assist in the enforcement of any other Ordinances and Regulations by other government bureaux and departments through carrying out immigration control duties;
4. 在有關人士向入境事務處提出申請並提名你為保證人或諮詢人時，把你的資料供作核對用途；  
to process other person's application for immigration facilities in which you are named as a sponsor or referee;
5. 供作統計及研究用途，但所得的統計數字或研究成果，不會以能辨識各有關的資料當事人或其中任何人的身份的形式提供；以及  
for statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
6. 供作法例規定、授權或准許的其他合法用途。  
any other legitimate purposes as may be required, authorised or permitted by law.

在申請書內提供個人資料純屬自願。若你未能提供足夠的資料，本處可能無法辦理你的申請。  
The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application.

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**資料轉交的類別 Classes of Transferees**



為達到上述的目的，你在申請書內所提供的個人資料，或會向其他政府決策局和部門及其他機構披露。  
The personal data you provide may be disclosed to government bureaux, departments and other organisations for the purposes mentioned above.

5

**查閱個人資料 Access to Personal Data**



根據《個人資料（私隱）條例》（第 486 章）第 18 及 22 條，以及附表 1 第 6 原則，你有權要求查閱及改正個人資料。你的查閱權利包括在繳交有關費用後，索取你在申請書內所填報的個人資料的副本。  
You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided in the application form subject to payment of a fee.

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**查詢 Enquiries**



如欲查詢申請書內的個人資料，包括查閱或改正，可向下列人員提出：—  
Enquiries concerning the personal data collected by means of the application form, including making of access and corrections, should be addressed to:—

新界將軍澳  
寶邑路 61 號  
入境事務處總部行政大樓 12 樓  
總入境事務主任（生死及婚姻登記）支援  
電話：2829 3577

Chief Immigration Officer (Births, Deaths and Marriage Registration) Support  
12th Floor, Administration Tower, Immigration Headquarters,  
61 Po Yap Road,  
Tseung Kwan O, New Territories  
Tel. No.: 2829 3577