



期間限定商舖 Pop-up Store

申請指南

Application GUIDE

管理及營運 Managed and Operated By

 **新世界設施管理有限公司**
New World Facilities Management Company Limited

香港柴灣柴灣道 238 號 238 Chai Wan Road, Chai Wan, Hong Kong
電話 Tel: 3721 8888 傳真 Fax: 3721 8889 網頁 Website: www.youthsquare.hk, www.nwfm.com.hk

 **商界展關懷**
caringcompany²⁰¹³⁻¹⁷
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有關青年廣場

青年廣場是香港特別行政區政府民政事務局負責管理的青年發展項目。青年廣場是一嶄新的綜合活動大樓，設計作為全港青年發展工作和活動中心。青年廣場提供一系列場地及設施，可供舉辦本地及海外青年交流計劃、領袖訓練、文化及藝術表演、多媒體創作活動等青年活動之用。

營運模式

青年廣場的設施對外開放，並以青年為主要服務對象。透過不同種類的活動及服務，青年廣場致力成為青年、租戶及活動舉辦單位的一個互動平台，充分發揮設施的功用。

位置

位於柴灣道 238 號，毗鄰港鐵柴灣站，步程只需 5 分鐘。請參閱**附件一**之位置圖。

設計背景及概念

大樓的設計採用了早前由香港建築師學會及民政事務局合辦之建築設計比賽的得獎作品，摒棄傳統的呆板間隔設計模式，注入嶄新的建築元素，力求變化多端，從而鼓勵青年以敏銳的觸覺，主動發掘新事物。

青年廣場設施

為配合多元化的青年活動，青年廣場設有 Y 綜藝館、Y 展覽平台、Y 劇場、多用途空間、餐飲區賞食新天地及 Y 旅舍。除這些功能設施外，青年廣場也提供 Y 生活館/商舖及辦公室，歡迎及接受租賃申請。

邀請提交申請表格

青年廣場現正準備為位於 3 樓的期間限定商舖進行使用證公開申請，誠邀有興趣人士提交申請表格。期間限定商舖之平面圖請參照**附件二**。

正式申請將以青年廣場收到填妥的**附件三**「申請表格」為準。若申請單位未能填妥**附件三**，申請將不獲處理。

期間限定商舖申請準則

青年廣場歡迎任何持有香港身分證、於申請截止日期前年屆 18 至 35 歲、嘗試創業又暫未獲得任何資助計劃支持的人士提交申請。一般而言，青年廣場在審批申請時會考慮不同因素，包括：

- A. 申請人的經驗、背景及強項(若申請以公司/機構名義提出，所有公司董事於遞交申請時均須為年屆 18 至 35 歲人士)
- B. 業務能否提供有關文化、藝術、推動環保或創新科技之產品或服務
- C. 提供之產品或服務之創意及原創性，並為青年廣場帶來正面影響
- D. 與青年廣場的協同效應
- E. 業務的營運記錄

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具備可行的商業計劃及營運少於 3 年之業務可獲優先考慮。

評審程序

使用證申請及單位分配會先由管理公司處理，再交青年廣場管理諮詢委員會轄下的租賃評審小組審閱及民政事務局批核。

使用證月費

是次出租之期間限定商舖為 339a 及 339b 號商舖，面積各為 61 平方呎，每個單位的使用證月費為港幣\$1,220(已包括管理及冷氣費及差餉。)

使用期

每次申請可獲批之使用期為一至三個月，及可申請續期最多兩次，即期間限定商舖之總使用期最多為九個月。申請人須於申請表格上列明申請使用期的長短。

繳付按金及使用證月費

期間限定商舖使用證持有人於簽定使用證協議時，除繳交使用期首月份的使用證月費外，亦須繳付相等於租賃期內總使用費之百分之五十的金額作按金之用。

使用證持有人注意事項

- (1) 使用證持有人需自費取得與其營運有關的許可證方可營業。
- (2) 單位的業務用途必須與申請表格及使用證所列明的用途相同。
- (3) 使用證持有人不可透過協議轉讓、轉租、分租、分享物業的使用權。
- (4) 使用證持有人要以承租人名義購買保險。
- (5) 如有需要，使用證持有人應自費安裝隔音裝置，以避免噪音發出單位外，影響他人。在進行任何工程前，使用證持有人須獲得管理公司之書面同意。
- (6) 單位內不可進行賭博、非法或不道德行為。
- (7) 單位的交吉狀況是以現況交吉(As-is Condition)。當使用期滿，使用證持有人需以交吉時的現況交還單位。

開放時間

- 一般來說，期間限定商舖之開放時間為星期一至日下午 12 時 30 分至晚上 8 時 30 分。

遞交申請

- (1) 申請人必須把填妥及已簽署的申請表格、所需證明文件一併放入信封內並封密，信封面請清楚註明「青年廣場期間限定商舖之使用證申請」。每項提供的證明文件須由申請人簽署以證明真確。正式申請將以青年廣場收到填妥的**附件三**「申請表格」為準。

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請注意：若申請單位未能填妥附件三，申請將不獲處理。

(2) 請於申請截止前將載有申請資料的密封信封親身、或以送遞服務、或掛號郵遞方式送達以下地址：

青年廣場管理處
香港柴灣柴灣道 238 號
青年廣場 7 樓 706 室
(以傳真或電郵傳送之租務申請將不被接納)

場地參觀

青年廣場對公眾開放。如欲參觀青年廣場，請致電 3721 8808 預約安排。

租務查詢

青年廣場管理處

- 租務部
- 電話號碼
- 電郵地址

3721 8808

leasing@youthsquare.hk

附件一：位置圖
附件二：平面圖
附件三：申請表格

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About Youth Square

Youth Square is a youth development project of the Home Affairs Bureau (HAB) of the Government of the Hong Kong Special Administrative Region. It is an innovative complex aiming at serving as a focal point for territory-wide youth-related activities with the provision of facilities and venues for youth activities including local and overseas exchange programmes, leadership development, cultural and arts performance, multi-media production, etc.

Mode of Operation

The facilities of Youth Square are open to public - particularly targeting at young users. Aiming to fully utilize the facilities, Youth Square provides a platform for young users, tenants and activity organizers to interact with each other through various types of youth-related activities and services.

Location

Youth Square is situated at 238 Chai Wan Road - five minutes' walk from MTR Chai Wan Station. For Location Map, please refer to **Annex 1**.

Design Background and Concepts

Youth Square was the winning design of a competition co-organized by the Hong Kong Institute of Architects and HAB. The design attempts an antithesis to the conventional prototype of repetitive rooms which does not encourage individuals to explore the unknown. In contrary, it makes a synthesis to explore other architectural possibilities.

Facilities in Youth Square

To accommodate various youth-related activities, Youth Square comprises venues including Y Theatre, Y Platform, Y Studio, various multi-purpose rooms, food & beverage area named Iconic Square and Y Loft. In addition to these functions, Y Mart/Shop and office units are welcome for submission of leasing application.

Invitation for Submission of Application Form

Youth Square is now inviting the submission of application form for licensing of pop-up store(s). For detail floor plan of the pop-up store(s) available for application, please refer to **Annexes 2**.

The application will be processed upon receipt of the duly completed "Licensing Application Form" in **Annex 3** If Applicant fails to duly fill in **Annex 3**, the application will not be processed.

General Criteria for Pop-up Store Application

Youth Square welcomes any applicant who holds a Hong Kong identity card, aged 18 to 35 before the application deadline, and tries to start a business and without any current support from any funding scheme. In general, Youth Square will consider various factors when approving the application(s) including the followings:

- A. experiences, background and strengths of the applicant (All directors of the company/ organization must be aged between 18 to 35 for application by a company/ organization);
- B. matching with the themes of Culture, Art, Green or Innovation & Technology;
- C. creativity or originality;
- D. synergy with Youth Square; and
- E. business records

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Priority will be given to business with valid business plan and business which operates for less than 3 years.

Selection Procedures

License applications and allocation of pop-up store(s) will be processed by the Management Company before submitting to the Youth Square Rental Vetting Committee (the Committee) of the Youth Square Management Advisory Committee for review and HAB for endorsement.

Standard License Fee

The area for each pop-up store 339a and 339b is 61 sq. ft. License fee for each pop-up store would be HK\$1,220 per month (inclusive of management fee and air-conditioning fee and Government Rates).

License Period

Each application may be granted for a license period of 1 to 3 months with a right to apply for license renewal for a maximum of 2 terms. The total license period would be 9 months the maximum. The applicant must state the license period to be applied on the application form.

Security Deposit & License Fee Payment

For normal license of pop-up store(s), licensees are required to pay a security deposit equivalent to 50% of the sum of the total license fee for the whole license period in advance upon signing of the License Agreement.

Important Notes to licensees

- (1) Licensee should obtain at its own expense any licence required for operation prior to the commencement of his business.
- (2) Licensee should operate the Business on the Premises as specified in the Business Proposal and the License Agreement.
- (3) Licensee should not assign, transfer, demise, underlet, share or part with the possession of the Premises.
- (4) Licensee should at its own expense insure the Premises and keep the Premises insured at all times during the term of the license.
- (5) Licensee should fit-out at its own cost with soundproof installation if required by business need so as to avoid making any noise that will be audible outside the Premises affecting other users. Licensee shall obtain written approval from the Management Company prior to any fitting-out work.
- (6) Licensee should not use the Premises for gambling or for any illegal, immoral or improper purposes.
- (7) The Premises is handed over in As-is Condition. Upon the expiration of the license, Licensee should return the Premises in As-is Condition.

Opening Hours

- In general, the daily opening hours of Pop-up Store are from 12:30 p.m. to 8:30 p.m. seven days a week.

Application Procedures

- (1) The signed and completed Application Form and all required supporting documents should be enclosed in a sealed envelope clearly marked with the words "License Application – Youth Square Pop-up Store". Each supporting document must be duly signed by Applicant to the effect that it is a true copy. Application will be processed upon receipt of the duly completed Application Form" in **Annex 3**.

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Please note: If Applicant fails to duly fill in Annex 3, the application will not be processed.

- (2) The sealed envelope containing the application materials should be delivered to the following address in person or registered post/courier services before the application deadline:

Youth Square Management Office
Room 706, 7/F, Youth Square
238 Chai Wan Road
Chai Wan
Hong Kong

(Applications by fax or email will not be accepted.)

Site Visit

Youth Square is open to public. For guided site visit, please make prior arrangement at 3721 8808.

Leasing Enquiries

Youth Square Management Office

- Leasing Department
- Telephone number
- Email address

3721 8808

leasing@youthsquare.hk

- Annex 1 Location Map
- Annex 2 Floor Plan
- Annex 3 Application Form

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位置圖
Location Map



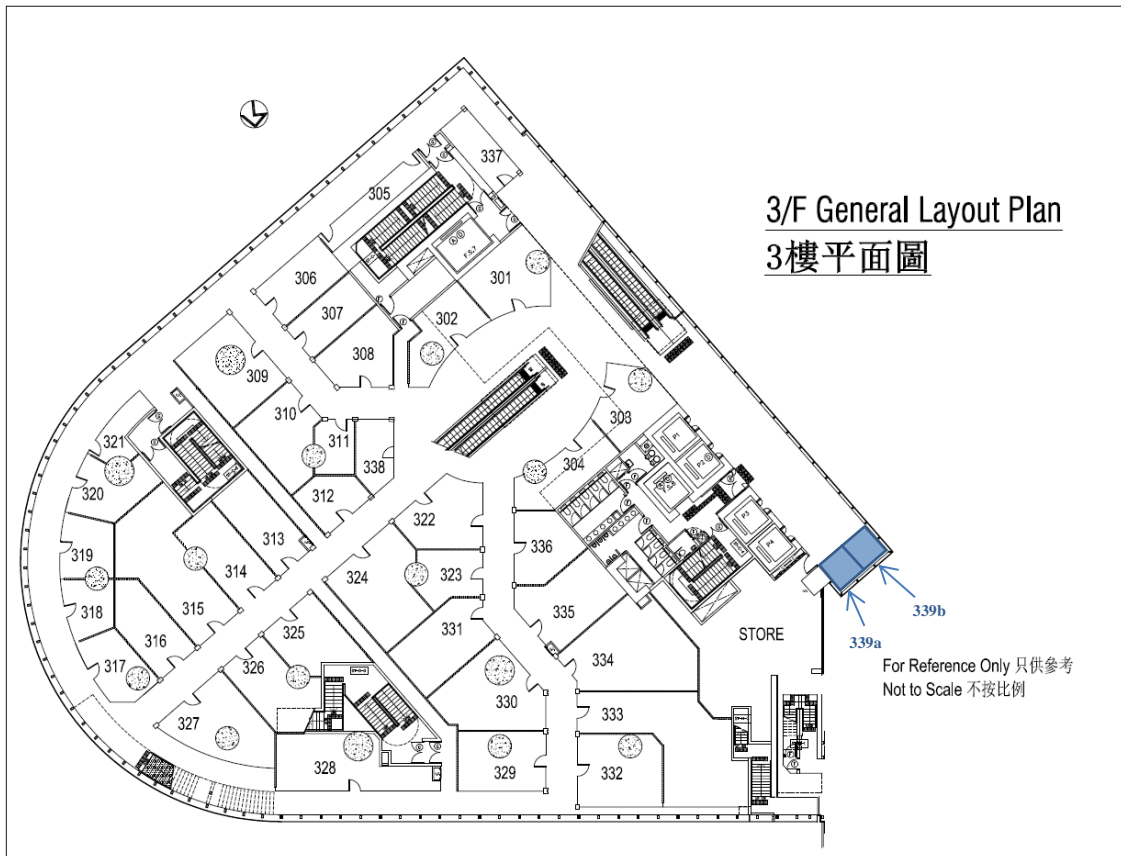
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平面圖
Floor Plan



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期間限定商舖使用證申請表格
Pop-up Store License Application Form

本申請表格內之所有資料均必須填寫，不適用之部份，請填上「不適用」。

Please fill in ALL information in this Application Form and write "N/A" for non-applicable part(s).

甲部 - 申請機構/申請人資料

Section A - Information of Applicant Organization / Applicant

1. 申請以公司/機構名義提出
Application by a company/organization

請注意，若以公司/機構名義提出，所有公司董事均須為年屆 18 至 35 歲人士

All Directors of the company/ organization must be aged between 18 to 35 for application by a company/ organization

請申請機構提供以下文件，而申請機構的註冊文件必須由機構主席及其中一位認可團體負責人簽署，以證明真確：

(a) 公司董事的香港身份證副本（申請機構之所有董事均須為年屆 18 至 35 歲人士）；及

(b) 根據《商業登記條例》發出的商業登記證。

Please submit the following documents and the incorporation documents of the applicant organisation must be certified as true copy by the Chairperson and one other office bearer of the applicant organisation:

(a) Copy of the Director's Hong Kong Identity Card (all directors for the applicant organisation must be aged between 18-35 ; and

(b) the Certificate of Business Registration issued under Business Registration Ordinance.

- a) 公司/機構名稱(必須與註冊文件完全相同)
Name of a company/organization (must be identical with that on the incorporation document)

- b) 公司/機構負責人資料
Information of Person-in-charge

(中文) 名稱:

(English) Name:

(中文) 職銜:

(English) Title:

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c)	聯絡資料 Contact Information	
(i)	辦公室電話 Office no.	(i)
(ii)	手提電話 Mobile no.	(ii)
(iii)	傳真號碼 Fax no.	(iii)
(iv)	電郵 Email Address	(iv)
d)	通訊地址 Correspondence address	(中文)
		(English)

2. 申請以個人名義提出
Application by an individual

請申請人提供香港身份證副本
Please submit the copy of the Hong Kong Identity Card of the applicant.

a)	申請人姓名(必須與身份證明文件完全相同) Name of Applicant (must be identical with that on the identity document)	(中文) 名稱: (English) Name:
b)	身份證明文件號碼 No. of Identity Document	
c)	聯絡資料 Contact Information	
(i)	辦公室電話 Office no.	(i)
(ii)	手提電話 Mobile no.	(ii)
(iii)	傳真號碼 Fax no.	(iii)

(iv)	電郵 Email Address	(iv)
d)	通訊地址 Correspondence address	(中文)
		(English)

3.	業務名稱 Trade Name	(中文)
		(English)

乙部 - 申請使用期

Section B - Applied License Period

請按照本申請表格之格式提供資料及在適當方格內加上“✓”號，只可選一項)

Please provide information required according to the format provided in this Section and insert a “✓” in the appropriate box. You can select 1 option only.

申請使用期 Applied License Period	申請起租日期 Anticipated take-up date
<input type="checkbox"/> 1 個月 One month	
<input type="checkbox"/> 2 個月 Two months	
<input type="checkbox"/> 3 個月 Three months	

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丙部 - 申請機構/申請人業務概要

Section C - Overview of the Business of Applicant Organisation /Applicant

建議業務概要 Overview of the Proposed Business		青年廣場專用 For Internal Use
1.	<p>申請機構成立年份 (只適用於以公司/ 機構名義提出的申 請, 以個人名義提 出的申請不需要填 寫此項) Year of Establishment of the Organization (Only applicable to Applications by a company / organization. Application by an individual is not required to fill in this item)</p>	
2.	<p>業務正式營運年份 Year of Formal Operation of the Business</p>	
3.	<p>業務簡介 Brief Description of the Business</p> <p><input type="checkbox"/> 售賣產品 Product Selling</p> <p><input type="checkbox"/> 提供服務 Service Providing</p> <p><input type="checkbox"/> 其他, 請註明 Other, please specify</p> <p>_____</p> <p>_____</p> <p>_____</p>	
4.	<p>店內陳列 Shop Display</p> <p>請描述於期間限定 商舖內之貨品陳列 (如有需要, 可附 圖解釋)。 Please describe the product display in Pop-up Store (you may attach your drawing(s) if necessary)</p>	

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建議業務概要 Overview of the Proposed Business		青年廣場專用 For Internal Use																																				
6.	業務細節 Details of the Business	<p>(i) 預計收入 Estimated Income</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 45%;">產品* / 服務* Product* / Services*</th> <th style="width: 50%;">預計於使用期內每月平均收入 Estimated income of average sales per month within license period (HK\$)</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td></td><td></td></tr> <tr><td style="text-align: center;">2</td><td></td><td></td></tr> <tr><td style="text-align: center;">3</td><td></td><td></td></tr> <tr> <td colspan="2" style="text-align: right;">總收入 Total Income (a)</td> <td></td> </tr> </tbody> </table> <p>*請提供相片以供參考 Please provide photos for reference</p> <p>(ii) 預計支出 Estimated Expenses</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 45%;">支出項目 Estimated Item(s)</th> <th style="width: 50%;">預計於使用期內每月平均支出 Estimated expenses of average sales per month within license period (HK\$)</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td></td><td></td></tr> <tr><td style="text-align: center;">2</td><td></td><td></td></tr> <tr><td style="text-align: center;">3</td><td></td><td></td></tr> <tr> <td colspan="2" style="text-align: right;">總支出 Total Expenses (b)</td> <td></td> </tr> </tbody> </table> <p>(iii) 收入結算 Balance</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 70%;">預計總收入 (a) Total Estimated Income (a)</td> <td style="width: 30%;">HK\$</td> </tr> <tr> <td>預計總支出 (b) Total Estimated Expenses (b)</td> <td>HK\$</td> </tr> <tr> <td>結算 (a) - (b) Balance (a) - (b)</td> <td>HK\$</td> </tr> </tbody> </table> <p>(iv) 預計業務營運狀況 Expected Business Operating Condition</p> <p><input type="checkbox"/> 收支平衡 Breakeven</p> <p><input type="checkbox"/> 有盈利 Profit</p> <p><input type="checkbox"/> 虧本 Loss</p>		產品* / 服務* Product* / Services*	預計於使用期內每月平均收入 Estimated income of average sales per month within license period (HK\$)	1			2			3			總收入 Total Income (a)				支出項目 Estimated Item(s)	預計於使用期內每月平均支出 Estimated expenses of average sales per month within license period (HK\$)	1			2			3			總支出 Total Expenses (b)			預計總收入 (a) Total Estimated Income (a)	HK\$	預計總支出 (b) Total Estimated Expenses (b)	HK\$	結算 (a) - (b) Balance (a) - (b)	HK\$
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建議業務概要 Overview of the Proposed Business		青年廣場專用 For Internal Use
7.	<p>資金來源 Source of Fund</p> <p><input type="checkbox"/> 個人 Personal</p> <p><input type="checkbox"/> 貸款 Loan</p> <p><input type="checkbox"/> 初創資助計劃 (請提供證明文件) Startup support scheme (Please provide supporting document)</p> <p><input type="checkbox"/> 其他，請註明: Other, please specify:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
8.	<p>申請機構/申請人出售的產品或提供的服務獨特及優勝之處</p> <p>The uniqueness and outstanding point(s) of the product(s) sold or services(s) provided by applicant organization / applicant.</p>	
9.	<p>申請機構/申請人出售的產品或提供的服務是否具創意及原創性，並為青年廣場帶來正面影響？請闡述。</p> <p>Are the product(s) sold or service(s) provided by applicant organization / applicant innovative and original? Will the product(s) / service(s) benefit Youth Square with positive impact? Please elaborate.</p>	

建議業務概要 Overview of the Proposed Business		青年廣場專用 For Internal Use
<p>10. 期間限定商鋪 營業時間 Operating hours of the Pop-up Store applied</p> <p>(營業時間指業 務於租賃期內 之每天開放營 業時間 Operating hours refer to the opening hours of the business on each and every day during the term of license in Youth Square.)</p>	<p>(i) 每星期營運日數 Number of operating days per week:</p> <p><input type="checkbox"/> 一星期營運 7 天 To operate 7 days a week</p> <p><input type="checkbox"/> 一星期營運 6 天 To operate 6 days a week</p> <p>休息日 Off Day : _____</p> <p>原因 Reason(s) : _____ _____ _____ _____</p> <p>(ii) 營運時間 Opening hours: 申請人必須於營運時間下午 12 時 30 分至晚上 8 時 30 分 開放期間限定商鋪 Applicant should open the pop-up store for business during the operating hours from 12:30pm to 8:30pm</p> <p>如申請人計劃於有別於以上所列之時段 (即下午 12 時 30 分至 晚上 8 時 30 分) 營運期間限定商鋪, 請詳細列出建議之營運 時間並提供原因。</p> <p>If the Applicant plans to open the pop-up store for business in hours other than the above stated opening hours (i.e. from 12:30pm to 8:30pm), please list the suggested opening hours and provide reasons for the request.</p> <p>建議之營運時間 Suggested opening hours : _____ _____ _____ _____</p>	

建議業務概要 Overview of the Proposed Business		青年廣場專用 For Internal Use
	<p>原因 Reason(s) :</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>註：若成功租賃期間限定商舖，使用者需嚴格遵照於此表格填寫之營業時間營運所租賃的期間限定商舖，否則業主有權按使用證條款終止使用證及收回期間限定商舖。</p> <p><i>Note: Licensees should operate business in the Pop-up Store allocated according to the operating hours stated in this application form. Otherwise, the Landlord has the right to terminate the license agreement and repossess the Pop-up Store in accordance with the terms of license agreement.</i></p>	

建議業務概要 Overview of the Proposed Business		青年廣場專用 For Internal Use
11.	<p>期間限定商鋪 人手編配 Allocation of staff in Pop-up Store</p> <p>(以每星期計算 項目 10 所列之 營業時間內，營 業商鋪的員工 數目 No. of staff per week who will station in the Pop-up Store to operate the business during the operating hours specified in Item 10.)</p>	<p>a) 全職員工數目 No. of Full time staff : _____</p> <p>b) 兼職員工數目 No. of Part time staff : _____</p> <p>c) 義工數目 No. of Volunteer : _____</p> <p>d) 其他 (請闡述) Others (Please specify) : _____</p> <p>以每星期計算總員 工數目 : _____ Total No. of staff on a weekly basis (11a+11b+11c+11d)</p>
12.	<p>業務會否租用 青年廣場其他 設施 Will the business hire other facilities at Youth Square</p>	<p>申請機構/業務是否曾租 用青年廣場的出租場地 <input type="checkbox"/> 是 <input type="checkbox"/> 否 Yes No Did the applicant organization/business hire other facilities at Youth Square before</p> <p>申請機構/業務是否曾租 用青年廣場的 Y 旅舍 <input type="checkbox"/> 是 <input type="checkbox"/> 否 Yes No Did the applicant organization/business book Y Loft at Youth Square before</p> <p>申請機構/業務會否租用 青年廣場的出租場地 <input type="checkbox"/> 會 <input type="checkbox"/> 不會 Yes No Will the applicant organization/business hire other facilities at Youth Square</p> <p>申請機構/業務會否租用 青年廣場的 Y 旅舍 <input type="checkbox"/> 會 <input type="checkbox"/> 不會 Yes No Will the applicant organization/business book Y Loft at Youth Square</p>

建議業務概要 Overview of the Proposed Business		青年廣場專用 For Internal Use
13.	<p>申請人之業務配合以下哪個主題（請在適當方格內加上“✓”號，最多選兩項）： Which of the following themes will the applicant's business fit? (Please insert a "✓" in the appropriate box. You can tick no more than 2 boxes.)</p> <p><input type="checkbox"/> 音樂及舞蹈 Music and Dance 請加以說明 Please explain in detail : _____ _____</p> <p><input type="checkbox"/> 藝術及文化 Art and Culture 請加以說明 Please explain in detail : _____ _____</p> <p><input type="checkbox"/> 創新科技 Innovation and Technology 請加以說明 Please explain in detail : _____ _____</p> <p><input type="checkbox"/> 環保及綠化 Environmental Protection and Greening 請加以說明 Please explain in detail : _____ _____</p> <p><input type="checkbox"/> 不符合以上任何主題 Match with none of the themes listed above 如不符合以上任何主題，請說明申請人之業務可如何配合青年廣場的設立目的，或與青年發展的相連度。 If the proposed business does not match with any of the above themes, please explain how the applicant's business matches with the objective of Youth Square, or how it is related to youth development : _____ _____ _____</p>	

註：青年廣場於有需要時會要求申請人提供相關證明文件。

Remarks : Youth Square may request the applicant to provide relevant documentary proof as circumstances require.

管理及營運 Managed and Operated By

 **新世界設施管理有限公司**
New World Facilities Management Company Limited

香港柴灣柴灣道 238 號 238 Chai Wan Road, Chai Wan, Hong Kong

電話 Tel: 3721 8888 傳真 Fax: 3721 8889 網頁 Website: www.youthsquare.hk, www.nwfm.com.hk



丁部 - 有關個人資料(私隱)條例公告

Section D - Notices Regarding the Personal Data (Privacy) Ordinance

有關個人資料(私隱)條例公告

Notices Regarding the Personal Data (Privacy) Ordinance

《個人資料收集聲明》

Personal Information Collection Statement

使用個人資料之目的

Purpose for using personal data

資料轉交

Classes of transferees

1. 本個人資料收集聲明（“本聲明”）是由新世界設施管理有限公司（“NWFM”）作出。內容中「本公司」即指 NWFM。
This Personal Information Collection Statement (this “Statement”) is made by New World Facilities Management Co. Limited (“NWFM”). “We” in this Statement refers to NWFM.
2. 青年廣場，一項由香港特區政府民政事務局委託的項目，是由 NWFM 管理和營運。
Youth Square, a project commissioned by the HKSAR Government's Home Affairs Bureau, is managed and operated by NWFM.
3. 為使本公司得以處理閣下在青年廣場的使用證申請，閣下填寫登記表格時，需要向本公司提供所有要求的個人資料。如閣下選擇不提供指定的個人資料，本公司可能未能處理閣下在青年廣場的使用證申請及/或為閣下提供所需服務。
In order to enable us to process your license application for pop-up store at Youth Square, you are required to provide the requested personal data in the application form. If you do not provide the required personal data, then we may not be able to process your license application at Youth Square or to provide corresponding services to you.
4. 青年廣場將使用有關青年廣場期間限定商舖使用證申請表格上的資料作以下用途：
The personal data provided by means of the concerned Youth Square pop-up store license application form will be used by Youth Square for the following purposes:
 - (a) 辦理青年廣場期間限定商舖使用證申請事宜；
Processing of pop-up store license application for Youth Square;
 - (b) 在一般情況下或發生緊急事故時聯絡申請人；
Communication in the normal course and in case of emergencies; and
 - (c) 就青年廣場其他服務聯絡申請人。
Communication regarding other Youth Square services.
 - (d) 作統計及研究用途，但所得的統計數字或研究結果不會以識辨各有關的資料當事人或其中任何人的身分的形式提供
For statistics and research purpose 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;
 - (e) 作聯絡之用，包括提供青年廣場及新世界設施管理有限公司的最新活動及服務資訊、產品推廣、定期通訊、籌募善款、向其他機構提供申請人的資料作聯絡用途、收集意見、進行研究／分析／統計，及其他配合青年廣場宗旨及使命的事項；以及
For use to communicate, including the dissemination of information related to the news, activities, services of Youth Square and New World Facilities Management Co. Ltd., the promotion of products, the distribution of newsletter and updates, holding fundraising events, providing the data to other parties for contact to collect users' feedback, conduct research / analysis / statistics compilation, and any other initiatives in relation to youth development; and
 - (f) 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.
5. 表格上的個人資料均由申請人自願提供。不過，假如申請人提供的資料不足，有關方面可能會延遲審批，甚至不接納或不辦理其申請。
The provision of personal data by means of this form is voluntary. However, if insufficient information is provided, the application/request may be delayed or not be considered or processed.
6. 為作上文第 1 段所述的用途，有關方面可能會把申請人提供的資料向其他政府部門及委員會透露。
The personal data provided by means of this form may be disclosed to other government departments and committees for the purposes mentioned in paragraph 1 above.

管理及營運 Managed and Operated By



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商界展關懷
caring company 2013-17
Awarded by The Hong Kong Council of Social Service
香港社會服務聯會頒發

查閱個人資料
Access to Personal Data

共同使用個人資料之第三方
Those with whom we share personal data

直接促銷
Direct Marketing

7. 根據個人資料(私隱)條例第 18 條、第 22 條及附表 1 第 6 原則，申請人有權要求查閱或改正表格上的個人資料。
Applicant will have a right to request access to or the correction of his/her personal data as stated in this form in accordance with Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance.
8. 就上述各項用途，本公司可能與不同的代理商、承包商、供應商及服務提供者如網絡技術供應商、營銷代理商、社交媒體及研究公司等合作，並共同使用閣下之個人資料。本公司亦可能與其他主體共同使用閣下之個人資料及與本公司或其他主體使用的社交媒體平台作上述各項用途。如因任何國家的法律、法院、監管機構或政府機構的要求，本公司會根據實際需要披露閣下之個人資料。在任何有關本公司或其他主體的業務轉讓、股權轉讓、合併或收購情況下，閣下之個人資料亦會作為交易的一部分轉交予買家，並以買家繼續在本聲明框架下提供同等程度的資料保障為前提。“其他主體”指公司、主體或組織，其業務涵蓋零售、設施管理、基建、商場、百貨公司、酒店、青年旅館（例如 Y Loft）、服務式公寓、餐飲、會議及展覽中心、體育及康樂設施、各方面的教育及慈善事業，如體育、康樂、藝術及文化活動、扶貧、促進教育、宗教推廣以及其他以促進社會公益為目的之範疇。
We may engage agents, contractors, suppliers and service providers in connection with the above purposes, e.g. IT providers, marketing agents, social media and research companies, and may transfer to or share your personal data with them for such purposes. We may also share your personal data with Other Entities and social media platforms we or Other Entities used for the above purposes. Where we are required by the law of any country or requested by any court, regulatory body or governmental body of any country, we may also disclose your personal data as required. In the event of any transfer of business, transfer of shares, amalgamation or purchase of our business or Other Entities' businesses, your personal data may be transferred to the new entity as part of the transaction, provided that the new entity abides by this Statement and continues to exercise the same level of care, in respect of your personal data, as we would. "Other Entities" means companies entities or organisations from time to time whose activities include retail, facilities management, infrastructure, shopping malls, department stores, hotels, hostels, serviced apartments, food and beverage, convention and exhibition centres, sports and recreational facilities, education and charitable pursuits including sports, recreation, art and cultural programmes, relief of poverty, advancement of education, advancement of religion and other purposes that are beneficial to the community.
9. 閣下之個人資料可能在位於香港境外的伺服器及/或香港境外的其他主體儲存。無論資料位於任何國家，本公司及其他主體都將採取一切合理措施，以確保閣下之個人資料得以在安全的情況下儲存及處理。
Your personal data may be stored in servers located outside Hong Kong and/or shared with Other Entities located outside Hong Kong. However, we will take all reasonable measures to ensure that your data is stored and processed securely, regardless of the country in which it is stored, and we ensure that Other Entities do the same.
10. 在獲得閣下同意下，本公司將會透過使用閣下之個人資料，包括姓名及聯繫方式，向您直接發放本公司的產品、項目、服務、活動及慈善事業。
Subject to your consent, we may use your personal data, including your name and contact details, to send you special offers, news, information and marketing in relation to our products, events, services, activities and charitable initiatives.
11. 在獲得閣下同意下，本公司亦會使用閣下之個人資料，或提供閣下之姓名及聯繫方式予其他主體，用作向您直接發放有關他們的產品、項目、服務、活動及慈善事業之特別優惠、新聞、資訊及推廣。
Subject to your consent, we may also use your personal data for, or provide your name and contact details to, Other Entities so that they may send you special offers, news, information and marketing in relation to their products, events, services, activities and charitable initiatives.
12. 本公司及/或其他主體可能推廣的產品、項目、服務、活動及慈善事業種類如下：
The types of products, events, services, activities and charitable initiatives that we and/or Other Entities may market to you include the following:
- 由本公司或其他主體提供的產品及服務，業務涵蓋建築設計、零售、基建、酒店、青年旅館（例如 Y Loft）、服務式公寓、餐飲、藝術、文化、青年、體育、生活型態、家居和生活、設計、會議及展覽中心、體育及康樂設施、教育及慈善事業；

News, events and/or services offered by us or Other Entities in relation to architectural design, retail, infrastructure, hotels, hostels (such as Y Loft), serviced apartments, food and beverage, art, culture, youth, sports, lifestyle, home and living, design, convention and exhibition centres, sports and recreational facilities, education and charitable pursuits;

- 私人會所會籍及其尊尚禮遇；

Access and privileges at private clubs;

- 零售商及網上商店的產品及服務，包括但不限於時尚服飾、美容、保健及個人護理、奢侈品、家庭用品、食品、酒類、書籍及文具；

Consumer products and services by retail outlets and/or online businesses, including but not limited to fashion and beauty, health and personal cares, luxury, home and living, food, wine and beverage, book and stationery;

- 商場及百貨公司有關藝術、文化、青年、體育、生活型態、家居和生活、設計或相關等的項目的獎賞禮遇計劃及推廣活動；

Reward, loyalty, privileges programmes and promotions related to art, culture, youth, sports, lifestyle, home and living, design or the like at shopping malls and department stores;

- 青年廣場、本公司及/或其他主體客戶及/或潛在客戶有關藝術、文化、青年、體育、生活型態、家居和生活、設計或相關等的項目的獎賞禮遇計劃及推廣活動；

Reward, loyalty, privileges programmes and promotions related to art, culture, youth, sports, lifestyle, home and living, design or the like for customers and/or potential customers of Youth Square, NWFM and the Other Entities;

- 提供食物、酒類、飲品的餐飲服務；

Catering services on food, wine and beverage;

- 旅遊及住宿服務，包括但不限於由旅行社提供的假期套票及服務、景點門票；

Travel and accommodation services, including but not limited to holiday package products and services offered by travel agents, tickets to attractions;

- 交通及物流服務，包括但不限於航空及非航空運輸服務，如酒店接送、汽車租賃、巴士營運商、火車營運商及遊船營運商；

Transportation and logistics service, including but not limited to air travel and non-air transportation services such as hotel transfers, car rentals, bus rentals, bus operators, train operators and cruise operators;

- 音樂會、畫廊、展覽、電影、舞台劇、體育賽事、其他特別及文化活動之門票；

Tickets for concerts, galleries, exhibitions, films, theatricals, sporting, special and cultural events;

- 環保及自然為主題之活動；

Green and nature activities;

- 社交網絡及媒體；

Social networking and media;

- 有關教育及/或個人發展之專業諮詢；

Professional advice and/or consultation on education and/or personal enhancement;

- 慈善事業，領域涵蓋體育、康樂、藝術及文化活動、扶貧、促進教育、宗教推廣以及其他以促進社會公益為目的之範疇。

Charitable initiatives which support areas including sports, recreation, art and cultural programmes relief of poverty, advancement of education, advancement of religion and other purposes that are beneficial to the community.

13. 如閣下同意授權，本公司將無法運用您的個人資料作直接促銷之用。即使閣下已同意授權，您亦可以隨時免費地撤回有關本公司使用閣下個人資料作直接促銷的許可。閣下可電郵至 privacy@youthsquare.hk，或郵寄至香港柴灣柴灣道 238 號青年廣場 7 樓 706 室（信封上請註明「保密」字樣），聯絡本公司的個人資料私隱主任以撤回相關許可。

We cannot use or provide your personal data for direct marketing purposes unless you consent. Even if you give your consent, you can opt out of direct marketing at any time, free of charge, by emailing privacy@youthsquare.hk or writing to our Personal Data Privacy Officer at Room 706, 7th Floor, Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong (marked Confidential).

14. 閣下有權更正及查閱您已登記的個人資料。就相關更正及查閱，閣下可電郵至 privacy@youthsquare.hk，或郵寄至香港柴灣柴灣道 238 號青年廣場 7 樓 706 室（信封上請註明「保密」字樣），聯絡本公司的個人資料私隱主任。

To update your personal details or request access to your personal data, please contact our Personal Data Privacy Officer at Room 706, 7th Floor, Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong (marked Confidential) or privacy@youthsquare.hk.

閣下之權益 Yours rights

管理及營運 Managed and Operated By

 新世界設施管理有限公司
New World Facilities Management Company Limited

香港柴灣柴灣道 238 號 238 Chai Wan Road, Chai Wan, Hong Kong

電話 Tel: 3721 8888 傳真 Fax: 3721 8889 網頁 Website: www.youthsquare.hk, www.nwfm.com.hk



私隱政策聲明
Privacy Policy Statement

15. 閣下可登入此網址

[http://www.youthsquare.hk/chi/privacy_statement/] 查閱青年廣場的私隱政策聲明，以了解更多本公司在私隱及個人資料保障方面的政策。

You can find out more about our policy of personal data protection by accessing Youth Square Privacy Policy Statement available at http://www.youthsquare.hk/eng/privacy_statement/.

16. 如本聲明的英文版本與中文版本有任何歧義，概以英文版本為準。

If there is any inconsistency or conflict between the English and Chinese version of this Statement, the English version shall prevail.

本人已閱讀及理解管理和營運著青年廣場的 NWFM 的個人資料收集聲明。

I have read and understand the Personal Information Collection Statement of NWFM, managing and operating Youth Square.

本人同意接收由 NWFM 發放有關青年廣場、NWFM 及其他主體的的新聞、更新和優惠等資訊，詳情載於上述個人資料收集聲明。

I consent to receive from NWFM news, updates and offers of Youth Square, NWFM and the Other Entities, details of which have been set out in the Personal Information Collection Statement mentioned above.

本人同意接收由其他主體發放的新聞、更新和優惠等資訊，詳情載於上述個人資料收集聲明。

I consent to receive news, updates and offers from the Other Entities, details of which have been set out in the Personal Information Collection Statement mentioned above.

申請人特此確認已詳閱並明白細則並簽署作實

The applicant hereby confirms that he/she has read and understood the terms listed and signs for confirmation

申請人姓名及簽署
(連同機構/公司印章)

Name & signature of applicant

(With organization/company chop)

日期

Date

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