



辦公室  
Office

# 租賃指南 Leasing GUIDE

申請程序及資料

Application Procedures & Information

2023 年 12 月 18 日

18 December 2023

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](http://www.youthsquare.hk), [www.nwfm.com.hk](http://www.nwfm.com.hk)





## 有關青年廣場

青年廣場是香港特別行政區政府民政及青年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、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

大樓的設計採用了由香港建築師學會及前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。

## 邀請提交申請表格及業務建議書

青年廣場現正準備為部分辦公室單位進行公開租務申請，誠邀提交申請表格及業務建議書；有關單位之詳情請參照**附件二**及**三**。

正式申請將以青年廣場收到填妥的**附件四**「租賃申請表格」以及**附件四**己部「所需文件核對清單」所列的文件為準。若申請單位未能填妥**附件四**或未能根據**附件四**己部提供所需文件，申請將不獲處理。

註：如**附件二**所列的辦公室單位面積與申請人之要求有所差異，歡迎列明所需面積。

## 辦公室分配準則

青年廣場的主要目的是凝聚全港青年發展活動，租戶業務性質應符合《青年發展藍圖》之願景及青年發展的主題，並只可使用單位作辦公室用途，不可於單位內向到訪之公眾訪客直接進行產品銷售或提供面議的收費服務。青年團體及非牟利團體於租用單位時將可獲優先考慮，優先租用次序詳列如下：

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- A. 本地註冊非牟利青年團體而沒擁有獨立辦事處
- B. 本地註冊非牟利青年團體而已擁有獨立辦事處
- C. 本地註冊非牟利團體
- D. 社會企業<sup>1</sup> / 本地青年創業家<sup>2</sup>
- E. 其他團體、商業機構或獨立人士

## 評審程序

租務申請會交予由民政及青年事務局及青年廣場管理諮詢委員會代表組成的青年廣場租賃評審小組（小組）作評核。在評審過程中，小組會考慮不同因素作出評審。如屬現有租戶/前租戶申請，其於青年廣場過往的營運表現亦會供小組參考。此外，申請人可能會被要求以書面形式遞交補充資料；及/或獲邀進行面談。若申請人未能於指定時間內遞交補充資料，申請將不獲處理。小組將負責評審工作，其分配單位與否之決定為最終決定。

成功申請人如拒絕承租有關單位，該個案會被記錄在案，供小組處理申請人將來租賃申請的考慮。

## 租金優惠政策

合資格團體或業務建議書獲支持的申請將可獲享租金優惠：

### ■ 辦公室

本地註冊非牟利團體 / 社會企業 / 本地青年創業家可享 **6 折優惠**

上述之租金優惠政策，概不適用於管理及冷氣費、差餉及其他額外和公用設施收費。

青年廣場會不時檢討上述租金優惠政策，並保留所有優惠的最終解釋及決定權。

## 標準租金\*

有關是次出租辦公室的標準租金請參照**附件二**，個別單位之平均標準租金將因應個別狀況如位置及鋪面濶度等因素而有所不同。

\* 標準租金並不包括每月管理及冷氣費和差餉。

<sup>1</sup> 是一個商業個體，藉企業策略和財政自給的營運方式，達致特定的社會目標，及以不少於 65% 的可分發利潤，用作再投資於本身業務，以達到所追求的社會目標。

<sup>2</sup> 於招租申請截止日期前年屆 18 至 35 歲的人士，並(i) 持有香港身分證；(ii) 具備可行的商業計劃或持有開業少於 3 年之業務；及(iii) 具備已獲得合適的資助計劃所批准/支持並仍然生效的業務計劃書，有關資助計劃應旨在向申請人提供資助、培訓或指導，並為青年廣場管理諮詢委員會的租賃評審小組所認可的資助計劃。

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## 管理及冷氣費

管理及冷氣費請參照**附件二**。業主會不時檢討及釐定管理及冷氣費，並擁有最終釐定有關費用的決定權。

## 差餉

租戶必須根據差餉物業估價署發出之徵收通知書預先繳付其單位之季度差餉。如單位尚未評估差餉，租戶必須每月繳交相等於標準租金 5.0% 的金額作臨時差餉，直至差餉物業估價署作出實際評估和發出通知。超額或差額繳款將於接獲評估通知後作出調整。

## 租用期及裝修期

辦公室之租賃期一般為兩年，租客可享有免租(不包括管理及冷氣費及差餉)裝修期。申請人須於租賃申請表格上列明所需之裝修期。裝修期的長短是評審時的考慮因素之一，要求較短裝修期的申請或可獲優先考慮。

本地註冊非牟利團體/社會企業/本地青年創業家在原有租約屆滿後，有優先權申請續租兩年。新租金應按照差餉物業估價署屆時評估及建議有關單位之市值租金及業主(按青年廣場管理諮詢委員會之建議)決定的租金優惠(如有的話)而釐定，業主擁有新租金及租金優惠的絕對酌情決定權。

## 繳付按金及租金

辦公室租戶於簽定租約時，須繳付相等於三個月之月租、管理及冷氣費和差餉的金額作按金之用。

租戶亦須預先繳付首月之月租、管理及冷氣費和差餉。

換言之，辦公室租戶於簽訂租約時，須一次過繳付四個月之月租、管理及冷氣費和差餉。

## 租客注意事項

- (1) 租客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業務建議書及租約所列明的用途相同。
- (3) 租客不可透過協議轉讓、轉租、分租、分享物業的使用權。
- (4) 租客要以承租人名義購買保險。
- (5) 如因業務需要，租客應自費安裝隔音裝置，以避免噪音發出單位外，影響其他使用者。
- (6) 單位內不可進行賭博、非法(包括違反《中華人民共和國香港特別行政區維護國家安全法》)或不道德行為。
- (7) 租客需在租約內列明的時間表營業，在沒有得到業主同意而暫停業務超過三天，業主可發出一個月通知終止租約。
- (8) 單位的交吉狀況是沒有內部裝修(Bare Shell Condition)。當租約期滿，租客需將所有裝修拆除，並還原單位至交吉時的狀況(Bare Shell Condition)。

## 開放時間

- 辦公室單位之開放時間為星期一至日上午 8 時至晚上 8 時。

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## 遞交申請

- (1) 申請人必須把填妥及已簽署的租賃申請表格連同業務建議書、所需證明文件及副本(請參照租賃指南內**附件四**租賃申請表格之己部)一併放入信封內並封密，信封面請清楚註明「青年廣場辦公室之租賃申請」。正式申請將以青年廣場收到填妥的**附件四**「租賃申請表格」以及**附件四**己部「所需文件核對清單」所列的文件為準。

**請注意：若申請單位未能填妥附件四或未能根據附件四己部提供所需文件，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)

**租務申請之截止日期請參閱附件四租賃申請表格。**郵遞申請以郵戳日期為準，逾期遞交的申請將不獲受理。

- (3) 若申請截止日期當日上午 9 時(香港時間)至下午 5 時(香港時間)期間發出 8 號或以上颱風信號或黑色暴雨警告信號，申請截止日期及時間將延至下一個工作天(星期六、日及香港公眾假期除外)的中午 12 時(香港時間)。

## 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：出租辦公室資料  
附件三：平面圖  
附件四：租賃申請表格

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## About Youth Square

Youth Square is a youth development project of the Home and Youth Affairs Bureau (HYAB) 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, 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 through providing 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 the then Home Affairs Bureau. 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 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 and Business Proposal

Youth Square is now inviting the submission of application form and business proposal for leasing of **office unit(s)**. For details of the office unit(s) available for application, please refer to **Annexes 2 and 3**.

The application will be processed upon receipt of the duly completed "Leasing Application Form" in **Annex 4** together with the required document listed in Section F of **Annex 4** "Checklist on Documents Required". If Applicant fails to duly fill in **Annex 4** or fails to provide the required documents in accordance with Section F of **Annex 4**, the application will not be processed.

**Note:** Applicants may indicate the office area required if their requirement is different from those listed in **Annex 2**.

## General Criteria for Office Allocation

Youth Square aims to serve as a focal point for territory-wide youth activities in Hong Kong. The tenant's business shall be conducive and related to the vision of Youth Development Blueprint and the theme of youth development and shall use the unit for office purpose only. Carrying out of any direct sale of goods to visiting members of the general public or supply of charged services which are provided face-to-face at the office units is not allowed. Priority will be given to youth organizations and non-profit-making organizations while allocating the space with preference in the following order -

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- A. Local registered non-profit-making youth organizations which do not own an office space
- B. Local registered non-profit-making youth organizations which own an office space
- C. Local registered non-profit-making organizations
- D. Social Enterprise<sup>3</sup> / Local young entrepreneurs<sup>3</sup>
- E. Other organizations, business ventures and individuals

## Selection Procedures

Leasing applications will be considered by the Youth Square Rental Vetting Committee (the Committee) which comprises members of HYAB and members of the Youth Square Management Advisory Committee. During the evaluation process, the Committee will consider leasing applications based on various factors for office allocation. In case of leasing applications from existing tenants/ex-tenants, their past operating performance in Youth Square will also be provided to the Committee for reference. Moreover, applicants may be requested to submit further information in writing to supplement the proposal; and/or invited for an interview. If Applicant fails to provide supplementary information by the time specified, the application will not be processed. The Committee shall be responsible for considering applications and its decision to allot unit(s) or not shall be final and conclusive.

If the Applicant is successful in the application but does not take up the offer, the rejection will be recorded for the Committee's reference in handling leasing application(s) from the Applicant in the future.

## Rental Concession Policy

Concessionary rent may be granted to eligible organizations or organizations with supported business proposals:

- Office  
**40% discount** to local registered non-profit-making organizations / social enterprise / local young entrepreneurs.

Rental concessions shall not apply to management & air-conditioning fee, government rates and other ancillary and utilities charge(s).

The rental concession policy is subject to review and Youth Square reserves the right to make the final decision for the above rental concession policy.

## Standard Rental Rate\*

For standard monthly rental of the office areas available for application in the current leasing exercise, please refer to **Annex 2**. The average standard rental rate of individual unit varies with regard to its individual merits, e.g. location and frontage of the office areas.

\* Not including the monthly management & air-conditioning fee and government rates.

## Management & Air-conditioning Fee

For management & air-conditioning fee, please refer to **Annex 2**. The management & air conditioning fee is subject to review and may from time to time be determined by the Landlord at his sole discretion.

<sup>3</sup> A business targeted to achieve specific social objectives through entrepreneurial strategies and self-sustaining operations; and not less than 65% of the distributable profits of this Social Enterprise are reinvested in the business for the social objectives that it pursues.

<sup>3</sup> Any young person between the age of 18 and 35 years old at the end of the application period who (i) possesses a Hong Kong Identity Card; (ii) has a viable business plan or an existing business operated for less than 3 years and (iii) has a valid business plan that has been endorsed/supported by suitable schemes providing funding, training or mentorship, to be recognized by the Youth Square Rental Vetting Committee

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### Government Rates

The tenant shall pay all Government Rates according to the demand for rates from the Rating and Valuation Department imposed on the unit(s) quarterly in advance. In the event of the unit(s) not yet having been assessed to Government Rates, the tenant shall pay a monthly sum in advance equivalent to 5.0% of the monthly standard rental in respect of the unit(s) as would be charged until actual assessment and demand by the Rating and Valuation Department has been made. Any overpayment or shortfall shall be adjusted and settled when the unit(s) has been assessed to Government Rates.

### Lease Period & Fitting-out Period

The lease expiry date for office units is 2 years fixed by way of tenancy agreement with rent-free fitting-out period (not including the management & air-conditioning fee and Government rates) for new letting. Applicants are required to indicate their requested fitting-out period in the leasing application form. The length of fitting-out period is an item for consideration and priority might be given to the application requesting a shorter fitting-out period.

Local registered non-profit-making organizations / social enterprise / local young entrepreneurs have an option to apply for renewal for a further term of 2 years upon the expiration of the lease. The new rent shall be determined by the Landlord based on the then open market rent of the premises to be assessed and advised by the Rating and Valuation Department with rental discount (if any) to be determined by the Landlord (on the advice of the Youth Square Management Advisory Committee) at its absolute discretion.

### Security Deposit & Rental Payment

For normal tenancies of office units, tenants are required to pay a security deposit equivalent to the sum of the monthly rental, management & air-conditioning fee and Government Rates for 3 months in advance upon signing of the Tenancy Agreement.

Monthly rental, management & air-conditioning fee and Government Rates for the first month of the tenancy are required to be paid in advance.

In brief, a tenant is required to pay an amount equivalent to the sum of the monthly rental, management & air-conditioning fee and Government Rates for **4 months** upon signing of the Tenancy Agreement for office unit.

### Important Notes to Tenants

- (1) Tenant should obtain at the Tenant's own expense any licence required for operation prior to the commencement of his business.
- (2) Tenant should operate the Business on the Premises as specified in the Business Proposal and the Tenancy Agreement.
- (3) Tenant should not assign, transfer, demise, underlet, share or part with the possession of the Premises.
- (4) Tenant should at the Tenant's own expense insure the Premises and keep the Premises insured at all times during the term of the tenancy.
- (5) Tenant 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.
- (6) Tenant should not use the Premises for gambling or for any illegal (including contravention of The Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), immoral or improper purposes.
- (7) Tenant should keep the Premises open for trade or business at all times during the business hour as specified in the Tenancy Agreement; any suspension of the Tenant's business for a period of more than three (3) consecutive days without the prior written consent of the Landlord shall entitle the Landlord to determine this Agreement and to retake possession of the Premises by serving the Tenant one calendar month's notice.
- (8) The Premises is handed over in Bare Shell Condition. Upon the expiration of the tenancy, Tenant should remove all fitting out and fixtures and reinstate the Premises in Bare Shell Condition.

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## Opening Hours

- Daily Opening Hours of Office Units are from 08:00 a.m. to 08:00 p.m. seven days a week.

## Application Procedures

- (1) The signed and completed Leasing Application Form, Business Proposal, all required supporting documents and copies (please refer to Section F of **Annex 4** "Leasing Application Form" of the Leasing Guide) should be enclosed in a sealed envelope clearly marked with the words "Leasing Application –Office". The Application will be processed upon receipt of the duly completed "Leasing Application Form" together with the required documents listed in Section F of **Annex 4** "Checklist on Documents Required".

**Please note: If Applicant fails to duly fill in Annex 4 or fails to provide the required documents in accordance with Section F of Annex 4, 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.)

**For application deadline, please refer to Annex 4 "Leasing Application Form".** Date on postmark should not be later than the closing date. Late submissions will not be considered.

- (3) In case a black rainstorm warning signal or typhoon signal No. 8 or above is hoisted or in force for any duration between 9:00 a.m. (Hong Kong time) and 5:00 p.m. (Hong Kong time) on the closing date, the application deadline will be extended to 12:00noon (Hong Kong time) on the next working day (i.e. except Saturday, Sunday and Public Holiday of Hong Kong).

## 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](mailto:leasing@youthsquare.hk)

- Annex 1 Location Map
- Annex 2 Information of Office Unit(s) for Application
- Annex 3 Floor Plan
- Annex 4 Leasing Application Form

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位置圖  
Location Map



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## 出租辦公室資料 Information of Office Unit(s) for Application

樓層 Level	單位號碼 Unit No.	內部面積 (平方呎) Area (sf) IFA	每月標準租金(港幣) Standard Monthly Rent (\$)	起租日期 * Lease Commencement Date
8	803	493	11,100	19 October 2024
8	804	480	10,900	19 October 2024
8	805	480	10,900	19 October 2024
8	806	493	11,100	19 October 2024
8	812	621	14,600	即時 Immediate
8	817	194	4,800	1 November 2024
9	904	351	8,700	即時 Immediate
9	913	526	11,900	1 September 2024
9	914	501	11,300	1 September 2024
9	915	865	19,500	即時 Immediate

\* 於評審程序完成後  
After completion of selection procedures

註 Note :

- 申請人須清楚單位之內部面積只屬設計時之估值。如經業主確定之最終內部面積比上述內部面積小，除非差異超過 5.0%，否則業主不會對其租金、管理及冷氣費作任何調整。如經業主確定之最終內部面積大於上述內部面積，業主保留根據最終內部面積調整其租金、管理及冷氣費的權利。申請人須同意不會向業主及/或青年廣場的管理公司提出減租要求及/或賠償，亦不能因此終止其租務合約。

Submission of application form will represent that the applicant understands that the Internal Floor Area (IFA) of the unit is based on design estimate. The applicant acknowledges that if the final IFA as confirmed by the Landlord is found to be smaller than the IFA stated herein, the Landlord will not make corresponding adjustment to the Rental, Management & Air-conditioning Fee unless the area variation exceeds 5.0%. If the final IFA as confirmed by the Landlord is found to be larger than the IFA stated herein, the Landlord reserves the right to adjust the Rental, Management & Air-conditioning Fee based on the final IFA. The applicant agrees not to request the Landlord and/or the management company of Youth Square for any rental reduction and/or compensation; and the applicant shall not be entitled to terminate the tenancy agreement for the above reason(s) mentioned.

- 其他單位如於是次公開招租期內空置，會被納入上述《出租辦公室資料》內。有關單位資料會上載於青年廣場網頁：[www.YouthSquare.hk](http://www.YouthSquare.hk)。

Other units becoming available during the open lease period will be included in the above "Information of Office Unit(s) for Application". Details of units will be released through the website of Youth Square: [www.YouthSquare.hk](http://www.YouthSquare.hk).

- 辦公室現有之管理及冷氣費為每月每平方呎港幣 3.9 元(以內部面積計)。業主會不時檢討及釐定管理及冷氣費，並擁有最終釐定有關費用的決定權。

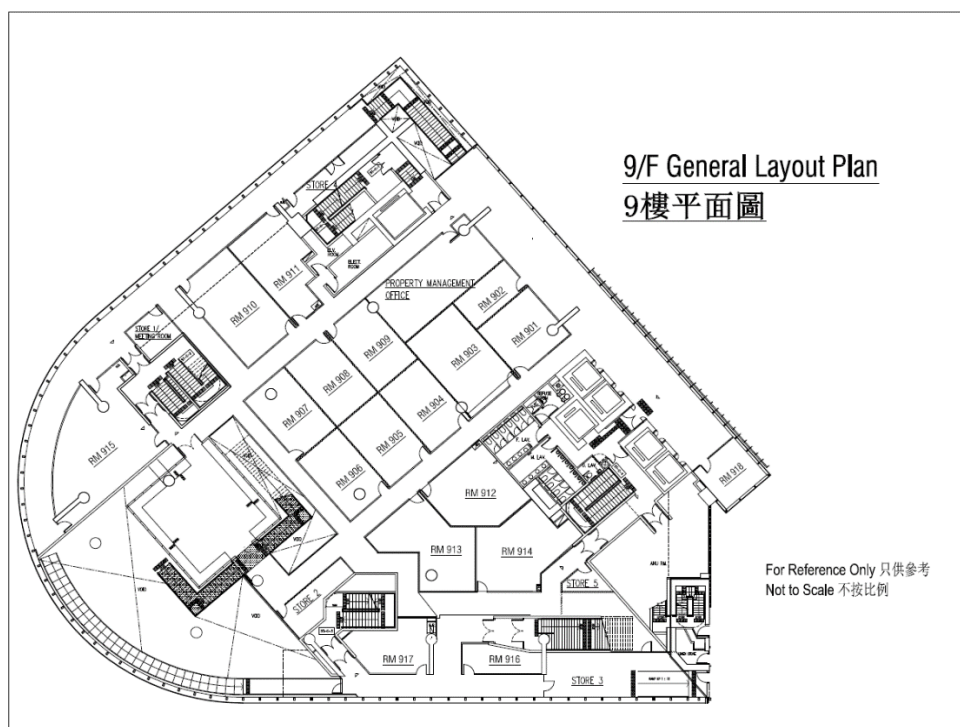
The current management & air-conditioning fee for Office Unit is \$3.9 per square feet per calendar month on IFA basis. The management & air conditioning fee is subject to review and may from time to time be determined by the Landlord at his sole discretion.

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平面圖  
Floor Plan



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青年廣場專用 For Official Use Only
Received Date:
Serial No:

租賃申請表格 : 辦公室  
Leasing Application Form : Office

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. 申請機構/申請人類別  
Applicant Category

(請參考租賃指南內的「申請人類別」  
Please refer to "Applicant Category" in  
the Leasing Guide)

- ☐ 本地註冊非牟利青年團體而沒擁有獨立辦事處  
Local registered non-profit-making youth organizations  
which do not own an office space
- ☐ 本地註冊非牟利青年團體而已擁有獨立辦事處  
Local registered non-profit-making youth organizations  
which own an office space
- ☐ 本地註冊非牟利團體  
Local registered non-profit-making organizations
- ☐ 社會企業  
Social Enterprise
- ☐ 本地青年創業家  
Local young entrepreneurs
- ☐ 其他團體、商業機構或獨立人士  
Other organizations, business ventures and individuals

2.	申請以公司/機構名義提出 Application by a company/organization	
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	<div>(中文) 名稱:</div> <hr/> <div>(English) Name:</div> <hr/> <div>(中文) 職銜:</div> <hr/> <div>(English) Title:</div> <hr/>
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	<div>(中文)</div> <hr/> <div>(English)</div> <hr/>



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

a) 申請人姓名(必須與身份證明文件完全相同) (中文) 名稱:

Name of Applicant (must be identical with that on the identity document)

(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)

4. 業務名稱 (中文)  
Trade Name

(English)

## 乙部 - 申請單位 Section B - Unit(s) Applied

請按照本申請表格之格式提供資料。如本申請表格提供的填寫空間不足，申請人可用補充紙張。  
Please provide information required according to the format provided in this Section. Please use supplementary sheet(s) if the space is not sufficient.

表一 Table 1

申請單位號碼 Unit No.(s) applied	申請單位數目 No. of Applied Unit(s)	總申請單位面積 Total Area of Applied Unit(s)	申請起租日期 Anticipated take-up date	所需免租裝修期(請註明申請日數) <sup>#</sup> Requested rent-free fitting-out period (Please specify the applied no. of days) <sup>#</sup>

註：青年廣場保留獲分配單位的實際起租日期的最終決定權。

Remarks: Youth Square reserves the right of final decision on the actual take-up date of the allocated unit(s).

如申請人不獲分配於表一內填寫之申請單位，申請人會否考慮其他出租單位？

If the applied unit(s) in Table 1 is not allocated to applicant, will applicant consider other unit(s)?

☐ 會（請填寫以下表二） Yes (Please fill in Table 2 below)

☐ 不會（請填寫丙部 - 業務概要） No (Please go to Section C - "Overview of the Proposed Business")

表二 Table 2

後補單位選擇 Selection of Reserve Unit(s) 註：如申請人填寫多於一個後補選擇，申請人 <u>必須</u> 填寫申請優先次序 Note: If applicant fills in more than one reserve option, applicant <u>must</u> fill in the priority	申請單位號碼 Unit No.(s) applied	申請單位數目 No. of Applied Unit(s)	總申請單位面積 Total Area of Applied Unit(s)	申請起租日期 Anticipated take-up date	所需免租裝修期(請註明申請日數) <sup>#</sup> Requested rent-free fitting-out period (Please specify the applied no. of days) <sup>#</sup>
第一後補選擇 1 <sup>st</sup> choice of reserve					
第二後補選擇 2 <sup>nd</sup> choice of reserve					

如申請人不獲分配於表一及表二內填寫之申請單位，申請人會否考慮其他出租單位？

If the applied unit(s) in Table 1 and Table 2 is not allocated to applicant, will applicant consider other unit(s)?

☐ 會（請列明所需面積：\_\_\_\_\_平方呎） Yes (Please specify the required area: \_\_\_\_\_ sq. ft.)

☐ 不會 No

# 所有申請人須註明所需的免租裝修期。免租裝修期的長短是評審時的考慮因素之一，要求較短免租裝修期的申請或可獲優先考慮。

# All applicants are required to specify the requested rent-free fitting-out period. The length of rent-free fitting-out period is an item of consideration. Priority might be given to the application requesting a shorter rent-free fitting-out period.

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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	
1.	<p>申請機構業務簡介、推動青年發展的工作及建議於所申請的單位內經營的業務簡介</p> <p>Brief description of the business of the applicant organisation, its works in promoting youth development and the proposed business to be conducted in the unit(s) applied</p> <p>註：若成功租賃單位，租戶需嚴格遵照於此表格及業務建議書填寫之業務及工作內容營運所租賃的單位，否則業主有權按租約條款終止租約及收回單位。</p> <p><i>Note: Tenant should conduct business in the unit(s) allocated according to the proposed business stated in this application form and the business proposal. Otherwise, the Landlord has the right to terminate the tenancy agreement and repossess the unit(s) in accordance with the terms of tenancy agreement.</i></p>
2.	<p>申請機構會否於單位內向到訪之公眾訪客直接進行產品銷售或提供面議的收費服務？</p> <p>Will there be any direct sale of goods to visiting members of the general public or supply of charged services which are provided face-to-face in the unit(s) applied?</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>會 <input type="checkbox"/></p> <p>Yes</p> </div> <div style="text-align: center;"> <p>不會 <input type="checkbox"/></p> <p>No</p> </div> </div>

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**建議業務概要**  
**Overview of the Proposed Business**

3.	<p>申請單位營業時間 Operating hours of the unit(s) applied</p> <p>(營業時間指業務於租賃期內之每天開放辦公時間 Operating hours refer to the opening hours of the business on each and every day during the term of tenancy in Youth Square.)</p> <p>註：若成功租賃單位，租戶需嚴格遵照於此表格填寫之辦公時間營運所租賃的單位，否則業主有權按租約條款終止租約及收回單位。 Note: Tenant should operate business in the unit(s) allocated according to the operating hours stated in this application form. Otherwise, the Landlord has the right to terminate the tenancy agreement and repossess the unit(s) in accordance with the terms of tenancy agreement.</p>	<p>星期一至星期五 Monday to Friday : _____ 至 _____</p> <p>星期六 Saturday : _____ 至 _____</p> <p>星期日及公眾假期 Sunday and Public Holidays : _____ 至 _____</p> <p>總營業日數 (以一個星期計算) Total No. of Operating Day (Per Week) : _____</p> <p>總營業時數 (以一個星期計算) Total No. of Operating Hours (Per Week) : _____</p>
4.	<p>單位人手編配 Allocation of staff in unit(s)</p> <p>(以每星期計算項目3所列之申請單位營業時間內，負責於單位內營辦服務的員工數目 No. of staff stationed in the unit(s) to operate the business during the operating hours specified in Item 3.)</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 No. of total staff on a weekly basis (6a+6b+6c+6d) : _____</p>
5.	<p>業務曾否租用青年廣場其他設施 Did the business hire other facilities at Youth Square before</p>	<p>有 <input type="checkbox"/> 否 <input type="checkbox"/> Yes No</p>
6.	<p>業務會否租用青年廣場其他設施(如會，請註明) Will the business hire other facilities at Youth Square (if yes, please specify)</p>	

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**建議業務概要**  
**Overview of the Proposed Business**

7. 申請人之核心業務配合以下哪個吸引青年的主題（請在適當方格內加上“✓”號，可選多於一項）：  
The applicant's core business fits with which of the following youth attracting themes (Please insert a “✓” in the appropriate box. You can select more than 1 option.)

☐ 音樂及舞蹈 Music and Dance

請加以說明 Please explain in detail :

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☐ 藝術及文化 Art and Culture

請加以說明 Please explain in detail :

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☐ 創新科技 Innovation and Technology

請加以說明 Please explain in detail :

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☐ 體育運動 Sports

請加以說明 Please explain in detail :

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☐ 其他 Others

請加以說明 Please explain in detail :

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**建議業務概要**  
**Overview of the Proposed Business**

8. 申請人之業務配合以下哪個青年廣場的青年發展目標（請在適當方格內加上“✓”號，可選多於一項）：  
The applicant's business fits with which of the following youth development objectives of Youth Square (Please insert a “✓” in the appropriate box. You can select more than 1 option.)

☐ 悉心培訓 Groom

請加以說明 Please explain in detail :

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☐ 培育成長 Growth

請加以說明 Please explain in detail :

---

---

---

☐ 發揮所長 Glow

請加以說明 Please explain in detail :

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---

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☐ 環保綠化 Green

請加以說明 Please explain in detail :

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☐ 環球視野 Global Vision

請加以說明 Please explain in detail :

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**建議業務概要**  
**Overview of the Proposed Business**

☐ 回饋社會 Give Back  
請加以說明 Please explain in detail :

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註：於處理申請時，青年廣場於有需要時會要求申請單位提供相關證明。  
Remarks : Youth Square may request applicant to provide related proof as circumstances required.

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丁部 - 社會企業團體聲明

Section D - Declaration Statement of Social Enterprise

社會企業團體聲明(如適用)  
Declaration Statement of Social Enterprise (If applicable)

(社會企業(社企)名稱) \_\_\_\_\_ 於 \_\_\_\_\_ 年 \_\_\_\_\_ 月正式營運，本人(機構/公司)就申請租用青年廣場辦公室作出以下聲明：

(Name of Social Enterprise (SE)) \_\_\_\_\_ has been operating since \_\_\_\_\_ (MM) \_\_\_\_\_ (YYYY). I (We) hereby declare the following issues for applying to lease the office unit(s) in Youth Square:

1. 本社企是商業個體，藉企業策略和財政自給的營運方式，達致特定的社會目標<sup>5</sup>；及  
This SE operates a business targeted to achieve specific social objectives<sup>5</sup> through entrepreneurial strategies and self-sustaining operations; and
2. 本社企以不少於 65% 的可分發利潤，用作再投資於本身業務，以達到所追求的社會目標。  
Not less than 65% of the distributable profits of this SE are reinvested in the business for the social objectives that this SE pursues.

本人(機構/公司)明白及同意青年廣場擁有向本社企索取相關證明文件之權利。

I (We) understand and agree that Youth Square has the right to access supplementary proofing document(s) if necessary.

社企負責人姓名

Name of Person-in-charge of the Social Enterprise:

(中文)

(English)

職位

Title: (中文)

辦公室電話

Office Tel no. :

(English)

流動電話

Mobile no.:

簽署(連同公司/機構印章)

Signature (with Company/ Organization Chop)

簽署日期 Date :

<sup>5</sup> 有關社會目標見業務建議書。

The concerned social objectives are shown in Business Proposal.

戊部 - 有關個人資料(私隱)條例公告

Section E - 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

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及青年事務局委託的項目，是由 NWFM 管理和營運。  
Youth Square, a project commissioned by the HKSAR Government's Home and Youth 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租賃申請，閣下填寫申請表格時，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租賃申請及/或為閣下提供所需服務。  
In order to enable us to process your leasing application 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 leasing 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辦公室/Y 生活館/商舖租賃申請表格上的資料作以下用途：  
The personal data provided by means of the concerned Youth Square Office/Y Mart/Shop leasing application form will be used by Youth Square for the following purposes:
  - (a) 辦理青年廣場辦公室/Y 生活館/商舖租賃申請事宜；  
Processing of Office/Y Mart/Shop leasing 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別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.

**查閱個人資料**  
Access to Personal Data

6. 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.

**共同使用個人資料之第三方**

Those with whom we share personal data

7. 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.

8. 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.

**直接促銷**  
Direct Marketing

9. 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.

10. 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.

11. 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.



**閣下之權益**  
Yours rights

**私隱政策聲明**  
Privacy Policy Statement

12. 如無閣下同意授權，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](mailto: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](mailto: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).

13. 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](mailto: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](mailto:privacy@youthsquare.hk).

14. 閣下可登入此網址 [[http://www.youthsquare.hk/chi/privacy\\_statement/](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/](http://www.youthsquare.hk/eng/privacy_statement/).

15. 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.

☐ 我已閱讀並理解而我同意以上新世界設施管理有限公司為青年廣場（包括以“Y 旅舍”為名字的青年旅舍）而訂立的《個人資料收集聲明》。

I have read and understood and I consent to the Personal Information Collection Statement of New World Facilities Management Company Limited for Youth Square (including the youth hostel in the name of “Y Loft”) above.

☐ 我同意接收來自新世界設施管理有限公司及/或青年廣場的直接促銷。

I consent to receive direct marketing from NWFM and/ or Youth Square.

☐ 我同意接收來自其他實體的直接促銷。

I consent to receive direct marketing from Other Entities.

☐ 就處理未成年人（即 18 歲以下的資料當事人）的個人資料（如適用），本人作為相關未成年人的父母或法定監護人同意：（a）按照上述《個人資料收集聲明》所述的方式處理該等個人資料，以及（b）若相關未成年人已勾選上述有關同意直接促銷的選項，則應用該等個人資料於上文所述的直接促銷用途。

Where applicable, in the case of dealing with personal data of a minor (i.e. data subject below 18 years of age), I, as the parent or legal guardian of the minor concerned, consent to: (a) the handling of such personal data in the manner as set out in the Personal Information Collection Statement mentioned above, and (b) where the minor concerned has ticked the relevant tick box(es) for direct marketing consent as set out above, the handling of such personal data for direct marketing.

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](http://www.youthsquare.hk), [www.nwfm.com.hk](http://www.nwfm.com.hk)



## 己部 - 所需文件核對清單

## Section F - Checklist on Documents Required

請在適當方格內加上“✓”號。 Please insert a “✓” in the appropriate box.		夾附文件 Enclosure	只供內部使用 For Internal Use Only
1.	填妥及已簽署的租賃申請表格正本。 Duly completed and signed original copy of this Leasing Application Form.	<input type="checkbox"/>	✓ / x / 不適用
2.	一份列於第一項的租賃申請表格副本。 1 copy of the duly completed and signed Leasing Application Form listed in Item 1.	<input type="checkbox"/>	✓ / x / 不適用
3.	一份列於第一項的以便攜式文件格式(PDF)儲存的填妥及已簽署的租賃申請表格的軟複本，請於光碟/記憶棒上註明「租賃申請表格」。 1 copy of the Leasing Application Form listed in Item 1 in PDF format, please mark on the disc/USB “Leasing Application Form”.	<input type="checkbox"/>	✓ / x / 不適用
4.	業務建議書，內容包括： (a) 申請機構的業務詳情； (b) 申請單位的用途、營運/服務模式； (c) 營辦業務/服務的僱員組織架構； (d) 每年營業額預算及資金來源； (e) 所需之裝修期(只供裝修用途)； (f) 有關單位之初步設計及裝修建議；及 (g) 其他有助青年廣場考慮有關業務建議書之資料 如屬本地青年創業家申請類別，除上述所需內容，其業務建議書亦應包括： (a) 具備可行的商業計劃或持有開業少於3年之業務；及 (b) 已獲得合適的資助計劃所批准/支持並仍然生效的業務計劃書，有關資助計劃應旨在向申請人提供資助、培訓或指導。  Business Proposal should provide the following information: (a) Details of the business of the applicant organisation; (b) Use, mode of operation / service of the retail shop(s) under application; (c) Organization and structure of the employees running the business/service; (d) Estimated annual business turnover and source of funding; (e) Required duration of fitting-out period; (f) Initial proposal on design and fitting-out of the unit(s); and (g) Any further information which will assist Youth Square in considering the business proposal.  For local young entrepreneurs, apart from the above required information, the business proposal should include: (a) a viable business plan or an existing business operated for less than 3 years; and (b) a valid business plan that has been endorsed/supported by suitable schemes providing funding, training or mentorship.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>  <input type="checkbox"/> <input type="checkbox"/>	✓ / x / 不適用 ✓ / x / 不適用 ✓ / x / 不適用 ✓ / x / 不適用 ✓ / x / 不適用 ✓ / x / 不適用 ✓ / x / 不適用  ✓ / x / 不適用 ✓ / x / 不適用 ✓ / x / 不適用 ✓ / x / 不適用 ✓ / x / 不適用 ✓ / x / 不適用  ✓ / x / 不適用 ✓ / x / 不適用
5.	一份列於第四項的業務建議書的副本。 1 copy of Business Proposal listed in Item 4.	<input type="checkbox"/>	✓ / x / 不適用
6.	一份列於第四項以便攜式文件格式(PDF)儲存的業務建議書的軟複本，請於光碟/記憶棒上註明「業務建議書」。 1 copy of Business Proposal listed in Item 4 in PDF format, please mark on the disc/USB “Business Proposal”.	<input type="checkbox"/>	✓ / x / 不適用

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[illegible]

	documentary proof issued by the supporting organisation of the applicant's business plan.		
11.	一份列於第十項申請機構/業務性質證明文件副本。 1 copy of the documentary proof listed in Item 10.	<input type="checkbox"/>	✓ / x / 不適用
12.	一份列於第十項以便攜式文件格式(PDF)儲存的申請機構/業務性質證明文件的軟複本，請於光碟/記憶棒上註明「申請單位類別」。 1 copy of the documentary proof of the nature of the applicants' organization listed in Item 10 in PDF format, please mark on the disc/USB "Applicant Category".	<input type="checkbox"/>	✓ / x / 不適用
13.	申請機構主要股東資料、機構組織架構圖及/或於香港以外地區之業務簡介。 Details of major shareholders, organization chart, and/ or a brief history of business outside Hong Kong of the applicant organisation.	<input type="checkbox"/>	✓ / x / 不適用
14.	一份列於第十三項的文件的副本。 1 copy of the documents listed in Item 13.	<input type="checkbox"/>	✓ / x / 不適用
15.	一份列於第十三項以便攜式文件格式(PDF)儲存的文件的軟複本，請於光碟/記憶棒上註明「股東及機構組織架構」。 1 copy of the documents listed in Item 13 in PDF format, please mark on the disc/USB "Shareholders & Organization Structure Chart".	<input type="checkbox"/>	✓ / x / 不適用
16.	申請機構認為與申請相關及重要，以及有需要供評審申請時使用的任何其他額外資料。 Any other additional information that the applicant considers relevant and important to the application, and necessary for the assessment of the application.	<input type="checkbox"/>	✓ / x / 不適用
17.	一份列於第十六項的資料的副本。 1 copy of the documentary proof listed in Item 16.	<input type="checkbox"/>	✓ / x / 不適用
18.	一份列於第十六項以便攜式文件格式(PDF)儲存的資料的軟複本，請於光碟/記憶棒上註明「其他」。 1 copy of the documents listed in Item 16 in PDF format, please mark on the disc/USB "Others".	<input type="checkbox"/>	✓ / x / 不適用

請注意：若申請單位未能填妥附件四或未能根據附件四已部提供所需文件，申請將不獲處理。  
遞交之光碟/記憶棒將不獲退還。

Please note:

If Applicant fails to duly fill in Annex 4 or fails to provide the required documents in accordance with Section F of Annex 4, application will not be processed.

The submitted disc/USB will not be returned.

有關租賃申請手續及資料，請參閱租賃指南。

請將已簽署及填妥之租賃申請表格、業務建議書及其他相關文件以掛號郵寄、送遞服務或親身於 **2024 年 1 月 26 日(申請截止日期)下午 5 時正**前送達香港柴灣柴灣道 238 號青年廣場 7 樓 706 室青年廣場管理處。  
如有任何查詢，敬請致電 3721 8808 與我們聯絡。

For the leasing application procedures and information, please refer to the Leasing Guide.

Please submit the signed and duly completed leasing application form together with the business proposal and the related supporting documents to us by registered post, courier services or in person to Youth Square Management Office, Room 706, 7/F, Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong **no later than 5:00 p.m. on 26 January 2024 (Application deadline)**.

Should you have any enquiries, please contact us at 3721 8808.

申請人特此確認已詳閱並明白租賃指南內的細則並簽署作實

The applicant hereby confirms that he/she has read and understood the terms listed in the Leasing Guide 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

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

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