青年廣場
Youth Square

Y 生活館/商舖
Y Mart/Shop

租賃指南
Leasing GUIDE

申請程序及資料
Application Procedures & Information

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

Y旅舍 Loft

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

青年廣場
Youth Square

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

青年廣場正為 Y 生活館/商舖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 Y 生活館/商舖單位面積與申請人之要求有所差異，歡迎列明所需面積。

Y 生活館/商舖分配準則

一般而言，青年廣場會按不同因素對租務申請作出評核，當中包括以下之重要考慮因素：

(1) 業務性質

青年廣場旨在成為全港青年活動的焦點，Y 生活館/商舖的業務應為零售性質，符合《青年發展藍圖》之願景及青年發展的主題，並能維護國家安全。此外，租務申請亦會考慮不同因素，例如：人流、與青年廣場的協同效應、對年青顧客的吸引力、創意及原創性、為青年廣場帶來正面良好效益、符合吸引青年人的主題及青年廣場之六大青年發展目標及青年廣場內的商戶組合等。

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(2) 申請人類別

青年團體及非牟利團體於租用單位時將可獲優先考慮，優先租用次序如下：

A. 本地註冊非牟利青年團體
B. 本地註冊非牟利團體
C. 社會企業[1] / 本地青年創業家[2]
D. 其他團體、商業機構或獨立人士

評審程序

符合上述分配準則的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及租約履行等的有關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所需的補充資料，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：

- Y 生活館/商舖
  本地註冊非牟利團體 / 社會企業 / 本地青年創業家可享 **4 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 Y 生活館/商舖的標準租金請參照**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舖面濶度等因素而有所不同。標準租金將根據差餉物業估價署最新評估及建議的相關單位市值租金釐定，並會因應市場情況及最新估值不時作出調整。

* 標準租金並不包括每月管理及冷氣費和差餉。

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。

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[1] 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。

[2] 於招租申請截止日期前年屆 18 至 39 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。

青年廣場 Youth Square

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，租户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

Y 生活館/商舖之租賃期一般為兩年，在合適的條件下，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，在合適的條件下，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

Y 生活館/商舖租戶於簽定租約或簽署接受租賃要約時，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，Y 生活館/商舖租戶於簽訂租約或簽署接受租賃要約時，**須一次過繳付相等於四個月之月租、管理及冷氣費和差餉的金額**。

如因任何理由或原因，獲成功申請租賃的商舖單位將不會於租約開始日用作出租之用及/或交吉予申請人，申請人將獲通知，如雙方不能於租約開始日或之前達成協議或其他有關安排，業主及/或青年廣場管理公司有權取消有關商舖單位的租賃要約書及租約，於取消後，租賃要約書及租約將會終止及無效，以及不再有法律效力，業主需要將已付的租金按金及預繳之每月租金、管理及冷氣費及差餉(如有的話)全數退回給申請人，作為解除申請人所有向業主及青年廣場管理公司及香港特別行政區政府追討有關取消已同意之租賃的要約書及租約或商舖單位不會提供予申請人作出租、使用或佔用所引致的任何損失或損害的權利、要求及索償，並申請人無權向業主及青年廣場管理公司及香港特別行政區政府追討有關取消已同意之租賃的要約書及租約或商舖單位不會提供予申請人作出租、使用或佔用所引致的任何損失或損害。而各方不再需要履行或遵守租賃要約書及租約。

租客注意事項

(1) 在租用期間，租客須遵守，並確保其人員、僱員、代理人及承辦商遵守所有相關的香港法律(包括但不限於有關維護國家安全的法律)。租客不得將單位用作或致使單位用作進行任何不利於國家安全或香港的公眾利益(包括公共道德、公共秩序和公共安全)的行為或活動。如租客未能遵守上述任何要求或政府合理地認為讓租客繼續佔用或使用單位或履行租約或可能不利於國家安全或前述的香港的公眾利益，政府有權立即終止租約。
(2) 租客需自費取得與其營運有關的許可證方可營業。
(3) 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。
(4) 租客不可透過協議轉讓、轉租、分租、分享物業的使用權。
(5) 租客要以承租人名義購買保險。
(6) 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。

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(7) 單位內不可進行賭博、非法(包括違反適用於香港有關維護國家安全的法律)或不道德或不當行為。
(8) 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。
(9) 單位的交吉狀況是沒有內部裝修空殼的狀況(Bare Shell Condition)。當租約期滿，租客需將所有裝修拆除，並還原單位至租約開始時交吉的空殼的狀況(Bare Shell Condition)。
(10) 本租賃指南只供參考。成功的申請人將與政府簽訂租約。該租約將包含所有的租賃條件及條款，包括本指引的條文，並根據需要加以擴展及修改及由政府訂明。一經簽訂，租約對申請人(作為租客)及政府(作為業主)具有約束力。如本指引(包括上述注意事項的(1)至(9))與租約有衝突或不相符之處，以租約為準。

開放時間

- Y 生活館/商舖單位之開放時間為星期一至日上午 10 時至晚上 10 時。

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 Y 生活館/商舖之租賃申請」。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。

青年廣場
Youth Square

租務查詢

青年廣場管理處

■ 租務部	
■ 電話號碼	3721 8808
■ 電郵地址	leasing@youthsquare.hk

附件一：位置圖
附件二：出租商舖資料
附件三：平面圖
附件四：租賃申請表格

青年廣場
Youth Square

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 **retail shop(s)**.
For details of the retail shop(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 retail area required if their requirement is different from those listed in **Annex 2**.

General Criteria for Shop Allocation

In general, applications for leasing retail shops of Youth Square will be assessed having regard to various factors, including, inter alia, the following major considerations:

(1) Business Nature

Youth Square aims to serve as a focal point for territory-wide youth activities in Hong Kong. The tenant's business shall be of retail nature, conducive to the vision of Youth Development Blueprint and the theme of youth development and safeguarding national security. Moreover, leasing applications will be considered on various factors, for example, traffic, synergy with Youth Square, attractiveness to young customers, creativity or originality, bringing positive benefits to Youth Square, matching with theme(s) attracting youth and 6 youth development objectives of Youth Square, trade mix of retail business in Youth Square, etc.

青年廣場 Youth Square

(2) Applicant Category

Priority will be given to youth organizations and non-profit-making organizations while allocating the space with preference in the following order -

A. Local registered non-profit-making youth organizations
B. Local registered non-profit-making organizations
C. Social Enterprise [3] / Local young entrepreneurs [4]
D. Other organizations, business ventures and individuals

Selection Procedures

Leasing applications meeting the above criteria for allocation 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 shop allocation. In case of leasing applications from existing tenants / ex-tenants, their past operating and tenancy agreement 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 the required 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:

- Y Mart/Shop
  60% 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 from time to time 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 retail shop(s) 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 shop. The standard rental shall be determined based on the latest market rental assessment and recommendation for the relevant unit issued by the Rating and Valuation Department and shall be subject to adjustment from time to time in accordance with prevailing market conditions and updated valuations.

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

[3] 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.

[4] Any young person between the age of 18 and 39 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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青年廣場
Youth Square

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.

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) having not yet 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 term for retail shops is in general 2 years fixed by way of tenancy agreement ("**Tenancy Agreement**") with rent-free fitting-out period (not including the management & air-conditioning fee and Government rates) for new letting in appropriate cases. 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 organisations / social enterprise / local young entrepreneurs in appropriate cases will 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 retail shops, 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 calendar months in advance upon signing of the Tenancy Agreement or the Offer to Tenancy.

Monthly rental, management & air-conditioning fee and Government Rates for the first month of the tenancy are also 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 retail shop(s) or the Offer to Tenancy.

If the retail unit(s) successfully applied for shall for any reason or cause be not available for tenancy and/or delivery of vacant possession to the applicant as on the lease commencement date, the applicant will be notified and if no agreement or alternative arrangement is reached between the parties on or prior to the lease commencement date in relation thereto, the Landlord and/or the management company of Youth Square shall have the right to terminate the Offer to Tenancy and the Tenancy Agreement in respect of the retail unit(s) whereupon the Offer to Tenancy and the Tenancy Agreement shall terminate and be null and void and of no further effect and the Landlord shall refund to the applicant the security deposit and advance payment for the monthly rental, management & air-conditioning fee and Government Rates paid (if any) in full and final settlement of all the applicant' s rights, claims and demands and the applicant shall have no further claim whatsoever against the Landlord and/or the management company of Youth Square and/or the Government for any loss or damage arising out of or by reason of the termination of the Offer to Tenancy and the Tenancy Agreement or the retail unit(s) being unavailable for tenancy, use or occupation by the applicant and the parties shall be relieved from the performance and observance of the terms and conditions of the Offer to Tenancy and the Tenancy Agreement.

青年廣場
Youth Square

Important Notes to Tenants

(1) Throughout the term of tenancy, the tenant shall observe, and shall ensure that its officers, employees, agents and contractors observe, all applicable laws of Hong Kong (including but not limited to those relating to safeguarding of national security. The tenant shall not use the Premises or cause the Premises to be used for performing any act or activity that is contrary to the interest of national security or public interest (including public moral, public order and public safety) of Hong Kong. If the tenant fails to observe any of these requirements or if the Government reasonably believes that the tenant's continued occupation or use of the Premises or performance of the tenancy would be contrary to the interest of national security or public interest as aforesaid, the Government is entitled to terminate the Tenancy Agreement immediately.

(2) The tenant should obtain at the tenant's own expense any licence required for operation prior to the commencement of his business.

(3) The tenant should operate the Business on the Premises as specified in the Business Proposal and the Tenancy Agreement.

(4) The tenant should not assign, transfer, demise, underlet, sublet, share or part with the possession of the Premises.

(5) The 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.

(6) The 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.

(7) The tenant should not use the Premises for gambling or for any illegal (including contravention of the laws applicable in Hong Kong in relation to the safeguarding of national security), immoral or improper purposes.

(8) The 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.

(9) The Premises will be handed over in Bare Shell Condition. Upon the expiration of the tenancy, The tenant should remove all fitting out and fixtures and reinstate the Premises to its original Bare Shell Condition.

(10) This Leasing Guide is for reference only. The successful applicant will enter into a Tenancy Agreement with the Government. The Tenancy Agreement will contain the complete terms and conditions of the tenancy, including the provisions in this Guide expanded and modified as necessary, and as prescribed by the Government. Upon signing, the Tenancy Agreement shall be legally binding on the successful applicant as the Tenant and the Government as the Landlord. Should there be any inconsistency or discrepancy between the matters in this Leasing Guide (including notes (1) to (9) above) and the Tenancy Agreement, the latter shall prevail.

Opening Hours

- Daily Opening Hours of Y Mart/Shop are from 10:00 a.m. to 10:00 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 –Y Mart/Shop". Application will be processed upon receipt of the duly completed "Leasing Application Form" in **Annex 4** 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, 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:

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	3721 8808
Email address	leasing@youthsquare.hk

Annex 1 Location Map
Annex 2 Information of Retail Shop(s) for Application
Annex 3 Floor Plan
Annex 4 Leasing Application Form

青年廣場
Youth Square

附件一
Annex 1

位置圖
Location Map



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

Y旅舍 Loft

青年廣場
Youth Square

附件二
Annex 2

出租商舖資料
Information of Retail Shop(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 ($)
2M	2M01-06	4,457	91,800
2M	Locker Space	117	3,200
3	302	248	11,100
3	305	180	6,600
3	308	278	10,200
3	311	124	5,400
3	315	587	18,200
3	325	287	9,900
3	329	304	10,200
3	339a	61	2,590
3	339b	61	2,590
9	9GB01	1,032	22,500
12	12GB02	973	21,200

註 Note：

1. 經提交租務申請，申請人同意並確認，單位之內部面積只屬設計時之估值並且不一定準確，申請人應自行量度或確定單位之內部面積。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。申請人同意並承諾不會向業主及/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。
   By submitting the application form, that the applicant agrees and confirms that the Internal Floor Area (IFA) of the unit is based on design estimate and may not be accurate and the applicant shall ascertain the same by himself. 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 and undertakes 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.

2. 其他單位如於是次公開招租期內空置，會被納入上述《出租商舖資料》內。有關單位資料會上載於青年廣場網頁: www.YouthSquare.hk。

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

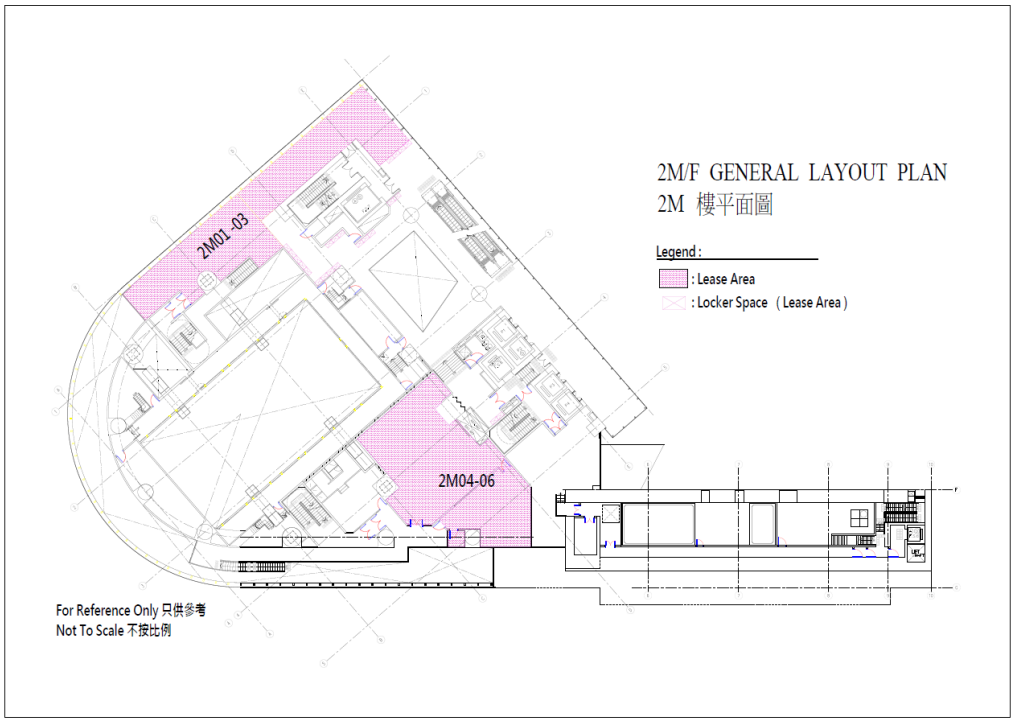
3. 商舖現有之管理及冷氣費為每月每平方呎港幣 3.9 元(以內部面積計)。業主會不時檢討及釐定管理及冷氣費，並擁有最終釐定及調整有關費用的決定權。

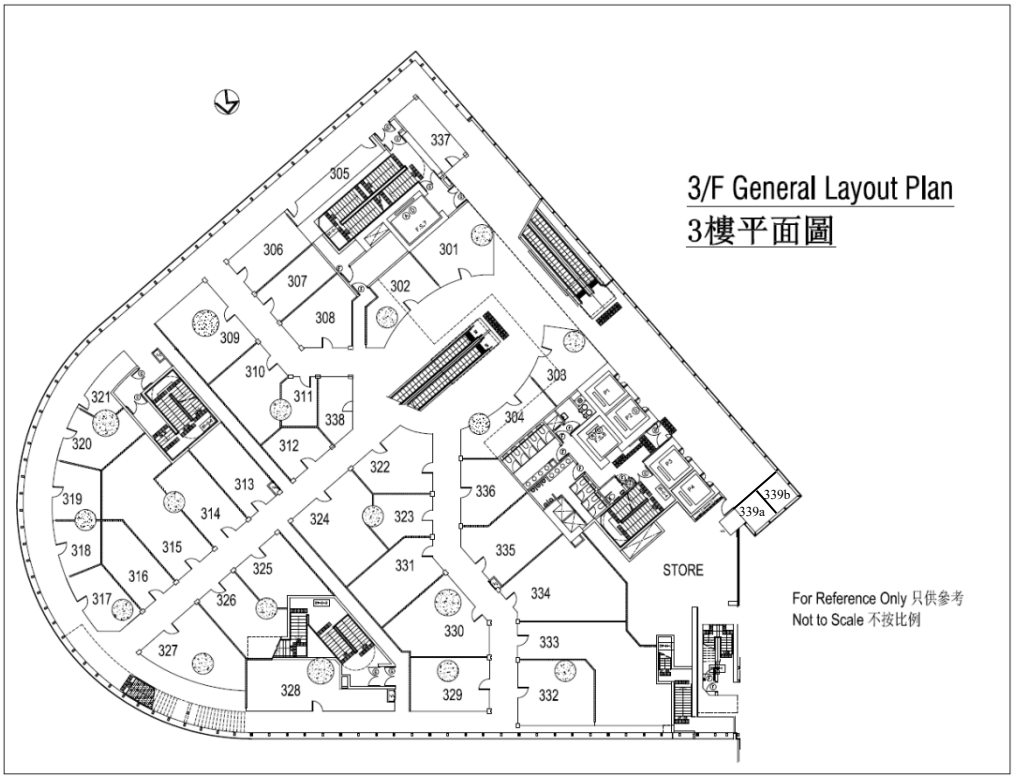
The current management & air-conditioning fee for Retail Shops is $3.9 per square foot per calendar month on IFA basis. The management & air conditioning fee is subject to review and may from time to time be determined and adjusted by the Landlord at his sole discretion.

青年廣場
Youth Square

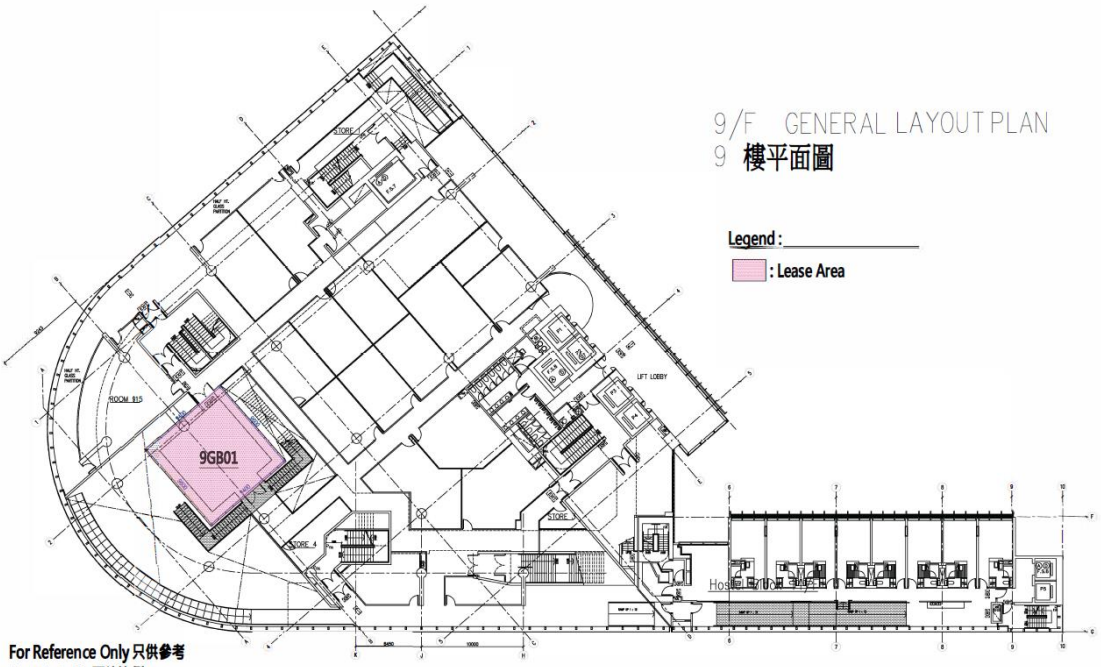
附件三
Annex 3

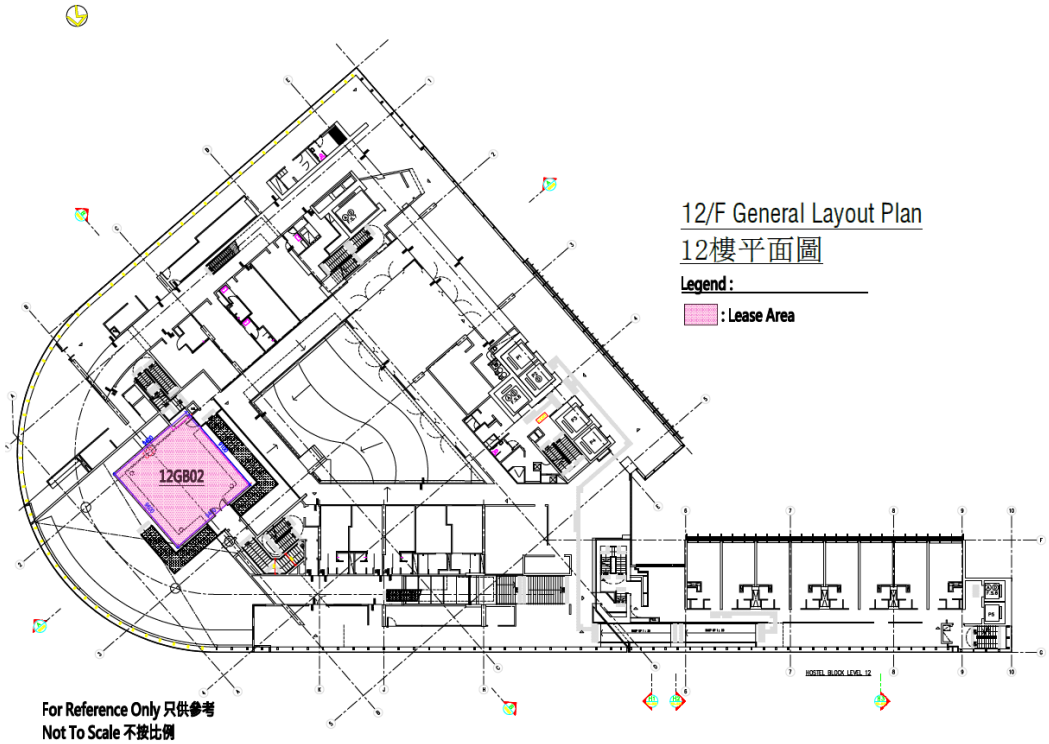
平面圖
Floor Plan





青年廣場
Youth Square





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
Y旅舍 Loft
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

附件四
Annex 4

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

租賃申請表格 : Y 生活館/商舖
Leasing Application Form : Y Mart/Shop

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
  Local registered non-profit-making youth organizations
- ☐ 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

青年廣場
Youth Square

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	(中文) 名稱:
		(English) Name:
		(中文) 職銜:
		(English) Title:
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)

青年廣場
Youth Square

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) 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)

4.	業務名稱 Trade Name	(中文) (English)

青年廣場
Youth Square

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。

Please provide information required according to the format provided in this Section.

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)# Requested rent-free fitting-out period (Please specify the applied no. of days)#

註: 若申請人未能獲分配以上單位，青年廣場保留與申請人商議租用其他出租單位的權利及獲分配單位的實際起租日期的最終決定權。

Remarks: Youth Square reserves the right to discuss with the applicant the leasing of other available unit(s) shall the applicant not be allocated any of the above units and 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，申請人會考慮面積為_____平方呎的出租單位。

If the applied unit(s) in Table 1 is not allocated to applicant, applicant will consider other unit(s) with area of _____sq. ft.

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.

青年廣場
Youth Square

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.	申請機構業務簡介及建議於所申請的單位內經營的業務簡介（補習及功課輔導以外之業務） Brief description of the business of the applicant organization and the proposed business to be conducted in the shop(s) applied（business except tutorial and homework tutorial services） *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。* *Note: Tenant will have to 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.*	

青年廣場 Youth Square

	建議業務概要 **Overview of the Proposed Business**	
2.	建議於青年廣場售賣的產品或服務的詳情（補習及功課輔導以外） Details of the product(s) / service(s) to be sold in Youth Square（except tutorial and homework tutorial services）	是否售賣產品？ Will any product(s) be sold ? 是@ Yes@ ☐ 否 No ☐ 如是，請闡述 If Yes, please explain _____ _____ _____ 是否提供服務？ Will any service(s) be provided? 是@ Yes@ ☐ 否 No ☐ 如是，請闡述 If Yes, please explain _____ _____ _____ 有關產品/服務是否具創意： Are the product(s) / service(s) innovative? : 是@ Yes@ ☐ 否 No ☐ 如是，請闡述 If Yes, please explain _____ _____ _____ @ 請於業務建議書詳述產品或服務內容。 Please give details of the product(s)/service(s) in the business proposal.

青年廣場 Youth Square

	建議業務概要 Overview of the Proposed Business	
3.	簡介申請單位內經營的業務如何切合青年發展及青年發展藍圖之願景 Brief description on how the proposed business to be conducted in the unit(s) applied is conducive to youth development and the vision of Youth Development Blueprint	
4.	申請人之業務內容對青年顧客之吸引力及原因 Attractiveness of the business to young customers and reason(s)	

青年廣場
Youth Square

	建議業務概要 Overview of the Proposed Business	
5.	目標顧客(例如類別、年齡層等) Target customers (e.g. types, age groups, etc.)	☐ 年齡介乎 12 歲以下 Aged under 12 請加以說明 Please explain in detail： _____ _____ _____ ☐ 年齡介乎 12-14 歲 Aged between 12-14 請加以說明 Please explain in detail： _____ _____ _____ ☐ 年齡介乎 15-24 歲 Aged between 15-24 請加以說明 Please explain in detail： _____ _____ _____ ☐ 年齡介乎 25-29 歲 Aged between 25-29 請加以說明 Please explain in detail： _____ _____ _____ ☐ 年齡介乎 30-39 歲 Aged between 30-39 請加以說明 Please explain in detail： _____ _____ _____ ☐ 年齡介乎 40 歲或以上 Aged 40 or above 請加以說明 Please explain in detail： _____ _____ _____

青年廣場
Youth Square

建議業務概要
Overview of the Proposed Business

6.	申請單位營業時間 Operating hours of the unit(s) applied *(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 tenancy in Youth Square.)* *註：若成功租賃單位，租戶需嚴格遵照於此表格填寫之營業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 will have to 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.*	星期一至星期五 Monday to Friday : _____ 至 To _____ 星期六 Saturday : _____ 至 To _____ 星期日及公眾假期 Sunday and Public Holidays : _____ 至 To _____ 總營業日數 (以一個星期計算) Total No. of Operating Day (Per Week) : _____ 總營業時數 (以一個星期計算) Total No. of Operating Hours (Per Week) : _____
7.	單位人手組織編配 Allocation of staff in unit(s) *(以每星期計算項目 5 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 5.)*	a) 全職員工數目 No. of Full time staff : _____ b) 兼職員工數目 No. of Part time staff : _____ c) 義工數目 No. of Volunteer : _____ d) 其他 (請闡述) Others (Please specify) : _____ **以每星期計算總員工數目** **No. of total staff on a weekly basis *(6a+6b+6c+6d)*** : _____

青年廣場 Youth Square

建議業務概要
Overview of the Proposed Business

8. 預計每日人流
Estimated daily traffic

預計每日人流: _____ 人次

Estimated daily traffic: _____ traffic

請說明人次計算方法：
Please explain the calculation in detail :

例子：以一所舞蹈學校為例，其預計 2026 年每天開班及相關學生人數

e.g.: A dance school estimated the no. of class per day and the no. of participant per lesson in 2026.

如下：
As follows:

	日數 No. of day	每天開辦之課程數目 No. of class per day	每堂學生人數 No. of participant per lesson	一天總人次 Total traffic in ONE day	一年總人次 Total traffic in ONE year
星期一至五 Mon-Fri	247	5	20	100	24,700
星期六及日或公眾假期 Sat, Sun & Public Holiday	118	10	20	200	23,600
				預計每年總人次 Estimated traffic for ONE year	**48,300**

	日數 No. of day	每天開辦之課程數目 No. of class per day	每堂學生人數 No. of participant per lesson	一天總人次 Total traffic in ONE day	一年總人次 Total traffic in ONE year
星期一至五 Mon-Fri					
星期六及日或公眾假期 Sat, Sun & Public Holiday					
				預計每年總人次 Estimated traffic for ONE year	

青年廣場 Youth Square

	建議業務概要 Overview of the Proposed Business	
9.	業務曾否租用青年廣場其他設施 Did the business hire other facilities at Youth Square	有 Yes ☐ 否 No ☐
10.	業務會否租用青年廣場其他設施(如會，請註明，資料以兩年租期計) Will the business hire other facilities at Youth Square（if yes, please specify on a basis of a 2-year tenancy）	

Y 綜藝館 / Y 劇場 Y Theatre / Y Studio	**總租用日數（一天以 12 小時計算）** **Total No. of Hiring Day (12 hours per day):** _____日 **(Day)**
其他出租場地（展覽場地除外） Other Venue (Except Exhibition Area) (包括：鋼琴室 /音樂工作室 / 多用途室 / 創意工作室 / D.I.Y. 創作室 / 舞蹈室 / 舞蹈劇場) (Include：Piano Room / Music Studio / Multi-purpose Room / Creative Studio / D.I.Y. Studio / Dance Room / Dance Studio)	**總租用時數** **Total No. of Hiring Hours:** _____小時 **(Hour)**

展覽場地 (5 樓) Exhibition Area (5/F)	**總租用日數（一天以 14 小時計算）** **Total No. of Hiring Day (14 hours per day):** _____日 **(Day)**
Y 旅舍 Y Loft	**總租用房間數目** **Total No. of Room (a):** _____房間 **(Room)** **總租用晚數** **Total No. of Night (b):** _____晚數 **(Night)** **總租用房間晚數** **(總租用房間數目 x 總租用晚數) (a)x(b):** **Total No. of Room Night (Total No. of Room x Total No. of Night) (a)x(b):** _____房晚 **(Room Night)**

青年廣場
Youth Square

建議業務概要
Overview of the Proposed Business

11. 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 themes of Youth Square (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：

_____

_____

_____

☐ 藝術及文化 Art and Culture
請加以說明 Please explain in detail：

_____

_____

_____

☐ 創新科技 Innovation and Technology
請加以說明 Please explain in detail：

_____

_____

_____

☐ 體育運動 Sports
請加以說明 Please explain in detail：

_____

_____

_____

☐ 其他 Others
請加以說明 Please explain in detail：

_____

_____

_____

青年廣場
Youth Square

建議業務概要
Overview of the Proposed Business

12. 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：

_____

_____

_____

☐ 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：

_____

_____

_____

☐ 環保綠化
Green
請加以說明 Please explain in detail：

_____

_____

_____

☐ 環球視野
Global Vision
請加以說明 Please explain in detail：

_____

_____

_____

青年廣場
Youth Square

	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： _____ _____ _____

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.

青年廣場 Youth Square

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商舖作出以下聲明:

(Name of Social Enterprise (SE))_____ has been operating since _____ (MM) _____ (YYYY). I (We) hereby declare the following issues for applying to lease the Y Mart/Shop 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[5];及
   This SE operates a business targeted to achieve specific social objectives[5] 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) _____

(English) _____

辦公室電話
Office Tel no. : _____

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：

[5] 有關社會目標見業務建議書。

[5] 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

《個人資料收集聲明 - 青年廣場》
Personal Information Collection Statement – Youth Square

本個人資料收集聲明（本“聲明”）由管理和營運青年廣場（包括以“Y 旅舍” 為名字的青年旅舍）（共稱“青年廣場”）（為中華人民共和國香港特別行政區（“香港”或“特區”）政府民政及青年事務局委託的項目）的新世界設施管理有限公司（”NWFM” 、“本公司” 、“我們” 、我們的”）擬訂，並適用於我們和您（“您”或“您的”）之間。本聲明應與青年廣場網站 https://www.youthsquare.hk/（“網站”）及青年廣場的應用程式（“應用程式”）（如果有）的條款及細則（如果有）（“條款及細則”）結合一併解讀，但如果本聲明與有關個人資料的條款及細則之間存在任何不一致，則以本聲明爲準。
This Personal Information Collection Statement (this “Statement”) is made by New World Facilities Management Company Limited (“NWFM”, “we”, “us”, or “our”) that manages and operates Youth Square (including the youth hostel in the name of “Y Loft”) (collectively, “Youth Square”), a project commissioned by the Home and Youth Affairs Bureau of the Hong Kong Special Administrative Region of the People’s Republic of China (“Hong Kong” or “HKSAR”), and applies between us and you (“you”, or “your”). This Statement should be read together with the Terms and Conditions (if any) of the Youth Square’s website at https://www.youthsquare.hk/ (the “Website”) and the application of Youth Square (the “Application”) (if any) (the “Terms and Conditions”), provided that, in the event of any inconsistency between this Statement and the Terms and Conditions concerning matters relating to personal data, this Statement shall prevail.

青年廣場的節目、項目、計劃、服務和/或活動與以下相關，包括與藝術、文化、青年、體育、生活方式、家居生活、設計、慈善或相類似範疇（統稱為“青年廣場節目及活動”）。青年廣場也可能在青年廣場節目及活動中與其他公司、實體和/或組組織（包括但不限於特區政府）(統稱為“其他實體”）協作、合作或以其他方式使其他實體參與其中。
The events, programmes, schemes, services and/or activities of Youth Square include those related to art, culture, youth, sports, lifestyle, home and living, design, charity or the like (collectively, “Youth Square Events and Activities”). Youth Square may also collaborate with, cooperate with and/or otherwise involve other companies, entities and/or organizations (including but not limited to the Government of the HKSAR) (collectively, “Other Entities”) in Youth Square Events and Activities.

爲使我們能夠實現目的（如下文“使用所收集的個人資料之目的”部分所定義），您需要在節目申請表格、旅舍客人登記表格、會員登記表格（如有）及/或為青年廣場節目及活動而設的其他表格（視情況而定，如果有）中提供所有要求/指定的個人資料。如果您未提供所需的個人資料，我們則可能無法實現目的和/或向您提供商品或服務。
In order to enable us to perform the Purposes (as defined in the “Purposes for using personal data collected” section below), you are required to provide all the requested/mandatory personal data in the event enrollment form(s), hostel guest registration form (s), membership registration form(s) (if any) and/or other forms for Youth Square Events and Activities (as the case may be, if any). If you do not provide the required personal data, then we may not be able to perform the Purposes and/or provide goods or services to you.

若你未滿 18 歲，在與我們分享或提供你的個人資料前，你應諮詢你的父母或法定監護人的意見。為保障你身為未成年人的利益，即使你同意我們使用及披露你的個人資料作本聲明所指明的相關用途，我們亦會要求你的父母或法定監護人代表你同意後，我們才會使用及披露你的個人資料。
If you are under 18 years of age, you should consult with your parent or legal guardian before sharing or providing your personal data to us. To protect your interest as a minor, even if you agree for us to use and disclose your personal data for the relevant purposes as specified in this Statement, we will require your parent or legal guardian to give consent on your behalf before we proceed to so use and disclose your personal data.

個人資料類型
Kinds of personal data collected

我們可能向您及/或從本聲明下文提及的其他來源收集的個人資料類型包括您的姓名、性別、年齡（或年齡範圍）、 出生年份及月份、聯繫方式、電子郵件地址、郵寄/住宅/通訊地址、聯繫電話、會員編號（如果有）、婚姻狀況、家庭狀況、教育程度、職業、用戶名和密碼、日誌文件（見下文）、個人興趣及活動愛好、有關您使用應用程式及/或網站（視情況而定）及交易數據的跟蹤信息(包括您的特點及交易行為)（“跟蹤數據”）、社交媒體帳戶信息等。對於通過使用 cookies 和其他跟蹤機制收集的跟蹤數據，請參見我們的相關政策（如果有），以進一步瞭解我們如何收集、使用和處理跟蹤數據的詳情。
The kinds of personal data we may collect from you and/or from other sources as mentioned below in this Statement include your name, gender, age (or age range), year and month of birth, contact details, e-mail address, mailing/residential/correspondence address, contact number, membership number (if any), marital status, family status, educational level, occupation, username and password, Log Files (see below), interests and favourite activities, tracking information about your use of the Application and/or the Website (as the case may be) and transaction information (including your characteristics and transaction behaviour) (“Tracking Data”), social media account information, etc. For Tracking Data collected through the use of cookies and other tracking mechanisms, please also refer to our related policies (if any) for further details as to how we collect, use and process Tracking Data.

青年廣場
Youth Square

使用所收集的個人資料之目的
Purposes for using personal data

我們（和/或其他實體，如適用）將使用並保留從您和/或來自本聲明下文提及的其他來源那裏收集的個人資料，用於以下目的（可能不時適用）（統稱"目的"）：
The personal data to be collected from you and/or from other sources as mentioned below in this Statement will be used and retained by us (and/or Other Entities as applicable) for the following purposes (as may be applicable from time to time) (together, the "Purposes"):

(i) 處理您對青年廣場和/或其設施（包括 Y 旅舍）、青年廣場節目及活動和/或您註冊和/或使用上述各項之查詢，視情況而定；
Processing your enquiry about Youth Square and/or its facilities (including Y Loft), Youth Square Events and Activities, and/or your enrolment to and/or use of the same, as the case may be;

(ii) 就您對青年廣場和/或其設施（包括 Y 旅舍）、青年廣場節目及活動和/或您註冊和/或使用上述各項之查詢與您聯繫，視情況而定；
Contacting you in connection with your enquiry about Youth Square and/or its facilities (including Y Loft), Youth Square Events and Activities, and/or your enrolment to and/or use of the same, as the case may be;

(iii) 處理您對 Y 旅舍的查詢、預訂客房、登記您為旅舍住客並驗證您的身份；
Processing your enquiry about Y Loft, booking of guest rooms and registering you as in-house guest and verifying your identity;

(iv) 處理、評估、驗證和管理您的預訂、購買、訂單、請求和/或申請；
Processing, assessing, verifying and managing bookings, purchases, orders, requests and/or applications made by you;

(v) 識別和驗證您的身份和/或為青年廣場、Y 旅舍、青年廣場節目及活動和/或由新世界設施管理有限公司所營運及管理的任何會員計劃（如果有）的會員資格；
Identifying and verifying your identity and/or as a member of any membership programmes (if any) for Youth Square, Y Loft, Youth Square Events and Activities, and/or operated and managed by NWFM;

(vi) 將您註冊爲應用程式及/或網站（視情況而定）的用戶；
Registering you as a user of the Application and/or the Website (as the case may be);

(vii) 在使用應用程式及/或網站（視情況而定）時，爲您提供更好的服務及/或在一個或多個場節內/之間將您的個人資料和/或信息保存在多個頁面；
To serve you better and/or maintain your personal data and/or information across multiple pages within or across one or more sessions when using the Application and/or the Website (as the case may be);

(viii) 註冊爲用戶後，讀取您的帳戶信息（包括但不限於您的姓名、會員編號等）並管理您的帳戶（包括但不限於更改您的密碼、更新您的個人資料、訂閱/取消訂閱直接促銷等）；
Following registration as a user, accessing your account information (including, but not limited to, your name, membership number, etc.) and managing your account (including, but not limited to, changing your password, updating your personal information, subscribing/unsubscribing from direct marketing, etc.);

(ix) 與您的/客戶的行為相關的研究、開發和分析，包括進行數據排序及分析以使我們進一步瞭解您的特點及交易行為（在您同意直接促銷的情況下，如適用）、以便我們按您的需要提供其他個人化商品和/或服務及以助我們為您挑選您可能感興趣的促銷標的（見下文），和進行行為分析整合，包括運用個人資料作統計分析、數據科學研究及資料探勘；
Research, development, and analysis in relation to your/customer behaviour including carrying out data sorting and analysis to enable us to better understand your characteristics and transaction behaviour (subject to your consent for direct marketing, if/where applicable) to provide other goods and/or services better tailored to your needs, and to assist us in selecting Marketing Subjects (see below) that are likely to be of interest to you, and carrying out aggregated behavioural analysis, including using personal data for statistical analysis, data science studies and data mining;

(x) 您可以就目的和/或青年廣場節目及活動向我們查詢、投訴和/或提出建議（包括但不限於通過移動設備上的應用程式內文訊息或通過我們的官方社交媒體頁面和/或我們的官方網站，或通過短訊、電子郵件和/或郵件，和/或現已存在的或者將來可能出現的其他媒體）；
For you to make enquiries, complaints, and/or suggestions to us in relation to the Purposes and/or Youth Square Events and Activities (including, but not limited to, through an in-app text box on your mobile device or through our official social media page and/or our official website, or by text message, email and/or mail, and/or other media whether now known or available in the future);

(xi) 通過包括調查等方式獲取您就目的和/或青年廣場節目及活動相關的反饋（包括但不限於通過移動設備上的應用程式內文訊息或通過我們的官方社交媒體頁面和/或我們的官方網站，或通過短訊、電子郵件和/或郵件，和/或現已存在的或者將來可能出現的其他媒體）；
Seeking your feedback, including through surveys, in relation to the Purposes and/or Youth Square Events and Activities (including, but not limited to, through an in-app text box on your mobile device or through 尸 our official social media page and/or our official website, or by text message, email and/or mail, and/or other media whether now known or available in the future);

(xii) 改進應用程式、網站、目的以及青年廣場節目及活動；
Improving the Application, the Website, the Purposes, and Youth Square Events and Activities;

(xiii) 經同意後，就促銷標的進行直接促銷和跨業直銷（見下文標題爲"直接促銷"的部分）；
Direct marketing and cross-marketing for the Marketing Subjects, subject to consent (see below section entitled "Direct marketing");

(xiv) 數據分析、研究、信息管理和數據庫管理；
Data analytics, profiling, information management and database administration;

(xv) 阻止、偵查、調查和/或預防可能違反或可能疑似違反我們的政策或可能涉及濫用、非法和/或犯罪行爲的活動；
Deterring, detection, investigation and/or prevention of activities that may violate, or may be suspected to violate, our policies or may be abusive, illegal, and/or criminal;

(xvi) 收取或收回您欠我們或其他實體的任何債務；
Collection or recovery of any debt owed by you to us or Other Entities;

(xvii) 應用程式、網站的正常管理、運營和維護以及向您提供青年廣場節目及活動；
The normal management, operation, and maintenance of the Application, the Website and the provision of Youth Square Events and Activities to you;

(xviii) 無論是由我們或由一個或多個其他實體）存儲您的個人資料，以便與其他實體共享個人資料，以用於上述任何和所有其他目的（前提是在涉及為直接促銷向任何或所有該類別資料承轉人轉移資料的情況下，徵得您的同意）；和/或
Storing your personal data (whether by us or a single or multiple Other Entities) for the purpose of sharing such personal data with Other Entities for any and all of the other Purposes listed above (and subject to your consent in the event that transfer to any or all such data transferees for direct marketing are involved); and/or

(xix) 上述目的之其他輔助目的或相關目的。
Other purposes ancillary or related to the above.

直接促銷
Direct marketing

在徵得您的同意後，我們可能會使用您的個人資料，通過發送到您的移動設備的應用程式內置信息和/或通知和/或推送通知的形式、帖子、電子郵件、電話、短訊或現已存在的或將來可能會出現的其他媒體，將有關我們和/或其他實體相關的直接促銷（包括但不限於優惠、新聞、信息和營銷）發送給您。
Subject to your consent, we may use your personal data to send you direct marketing (including, but not limited to, special offers, news, information and marketing) about us and/or Other Entities in relation to the Marketing Subjects (see below) whether by in-app messages and/or notifications and/or push notifications to your mobile device, email, telephone, text message, or other media whether now known or available in the future.

在徵得您的同意後，我們還可能將您的個人資料用於，或將其提供給其他實體，以便他們通過發送到您的移動設備的應用程式內置消息和/或通知和/或推送通知的形式、帖子、電子郵件、電話、短訊或現已存在的或將來可能會出現的其他媒體，將有關我們和/或其他實體相關的直接促銷（包括但不限於優惠、新聞、信息和營銷）發送給您。
Subject to your consent, we may also use your personal data for, or provide your personal data to, Other Entities so that they may send you direct marketing (including, but not limited to, special offers, news, information and marketing) about us and Other Entities in relation to the Marketing Subjects (see below) whether by in-app messages and/or notifications and/or push notifications to your mobile device, post, email, telephone, text message, and/or other media whether now known or available in the future.

由於我們可能會與其他實體共享您的個人資料，我們也可能會從其他實體收到您的個人資料。我們和/或其他實體經您同意後，我們也可能使用此類個人資料向您發送有關我們和/或其他實體與促銷標的相關的直接促銷（見下文）。
As we may share your personal data with Other Entities, we may also receive your personal data from Other Entities. Subject to your consent given to Other Entities, we may also use such personal data to send you direct marketing about us and/or Other Entities in relation to the Marketing Subjects (see below).

我們和/或其他實體可能向您推廣的產品、服務、活動和慈善事業類型包括以下內容（統稱爲"促銷標的"）
The types of products, services, events and charitable initiatives that we and/or Other Entities may market to you include the following (together, the "Marketing Subjects"):

(i) 青年廣場節目及活動；
Youth Square Events and Activities;

(ii) 其他實體提供與藝術、文化、青年、體育、生活方式、家居生活、設計、慈善或相類似範疇相關的節目、項目、服務和/或活動；
events, programmes, services and/or activities offered by Other Entities in relation to art, culture, youth, sports, lifestyle, home and living, design, charity or the like;

(iii) 旅遊、款待和住宿服務和產品，包括但不限於酒店和服務式公寓；
travel, hospitality and accommodation services and products, including but not limited to hotels and serviced apartments;

(iv) 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、巴士運營、火車運營及遊輪運營，以及快遞服務和托運服務；
transportation and logistics services, including but not limited to air travel and non-air transportation services such as hotel transfers, car rentals, bus operators, train operators and cruise operators, and courier services and shipping services;

(v) 會議和展覽管理服務、諮詢和營銷研究服務、供應鏈管理、活動和項目管理服務、遊戲服務、廣告和公共關係服務、媒體製作服務科技、電訊、互聯網和移動通訊服務、社交網絡和媒體；
conference and exhibition management services, consultancy and marketing research services, supply chain management, event and project management services, gaming services, advertising and public relations services, media production services;

(vi) 演唱會/音樂會、畫廊、展覽、電影、戲劇、體育賽事、特殊活動及其他文化活動的門票；
tickets for concerts, galleries, exhibitions, films, theatricals, sporting, special and cultural events;

(vii) 環保及自然為主題的活動；
green and nature activities;

(vii) 科技、電訊、互聯網及流動通訊服務、社交網絡及媒體；
technology, telecommunication, internet and mobile communication services, social networking and media;

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

(ix) 慈善事業，涵蓋促進體育、娛樂、藝術和文化活動、扶貧、促進教育、宗教推廣及其他對社會有益爲目的之範疇。
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.

除非您同意授權，我們不會將您的個人資料用於直接促銷目的和/或將您的個人資料提供給第三方（包括其他實體），用於他們的直接營銷目的。即使您同意授權，您也可以通過發送電子郵件到 privacy@youthsquare.hk 或寫信給我們的個人資料私隱主任（地址：香港中環皇后大道中 18 號新世界大廈 30 樓）（標記爲機密），隨時免費選擇拒絕授權資料作直接促銷之用（或者您可以要求我們停止向第三方提供您的個人資料，屆時我們將停止提供）。

We cannot use or provide your personal data for direct marketing purposes and/or provide your personal data to third parties (including Other Entities) for their direct marketing purposes unless you consent. Even if you give your consent, you can opt out of direct marketing - at any time (or you may request that we cease to provide your personal data to third parties, at which point we will cease to do so), free of charge, by emailing privacy@youthsquare.hk or writing to our Personal Data Privacy Officer at 30th Floor, New World Tower, 18 Queen's Road Central, Hong Kong (marked Confidential).

您的權利
Your rights

除了上文所述您有權選擇拒絕直接促銷之外，您還享有以下的其他權利：
Apart from your right to opt out of direct marketing as mentioned above, you have the following additional rights to:

- 檢查我們是否持有您的任何個人資料；
  check whether we hold any of your personal data;
- 查閱我們持有的您的個人資料；
  access your personal data held by us;
- 要求我們改正任何不準確的個人資料；
  require us to correct any personal data which is inaccurate; and
- 確定我們關於個人資料和我們持有的個人資料類型的不時生效的政策和做法。
  ascertain our policies and practices (from time to time) in relation to personal data and the types of personal data held by us.

如果您想就上述事宜提出請求（或作出任何一般查詢），請聯繫我們的個人資料私隱主任（地址：香港中環皇后大道中 18 號新世界大廈 30 樓）或發送電子郵件到 privacy@youthsquare.hk（標記爲機密）。根據香港法例第 486 章《個人資料（私隱）條例》（"《私隱條例》"），我們有權就處理任何個人資料查閱請求向您收取合理費用。

If you would like to make a request in relation to the above (or make any general enquiries), please contact our Personal Data Privacy Officer at 30th Floor, New World Tower, 18 Queen's Road Central, Hong Kong or privacy@youthsquare.hk (marked Confidential). In accordance with the Personal Data (Privacy) Ordinance (Cap. 486, Laws of Hong Kong) (the "PDPO"), we have the right to charge you a reasonable fee for the processing of any personal data access request.

私隱政策聲明
Privacy Policy Statement

您可以瀏覽 https://www.youthsquare.hk/privacy_policy 上提供的青年廣場私隱政策聲明，瞭解我們有關個人資料保護政策的更多信息。如果青年廣場私隱政策聲明與本聲明之間存在任何不一致或衝突，則以本聲明爲準。

You can find out more about our policy on personal data protection by accessing the Youth Square Privacy Policy Statement available at https://www.youthsquare.hk/privacy_policy. If there is any inconsistency or conflict between the Youth Square Privacy Policy Statement and this Statement, this Statement shall prevail.

有關我們以下相關政策和信息，另請參見青年廣場私隱政策聲明：
Please also see the Youth Square Privacy Policy Statement for our policies and information about:

- 我們對日誌文件的收集和/或使用（與您使用/訪問應用程式和/或網站（視情況而定）有關的數據，包括但不限於您的 IP 地址、域名、瀏覽器類型和訪問時間）；
  our collection and/or use of Log Files (data relating to your use of/visits to the Application and/or the Website (as the case may be), including but not limited to your IP address, domain name, browser type and access time);
- Cookies 和其他跟蹤機制的使用；
  the use of cookies and other tracking mechanisms;
- 保留您的個人資料；
  retention of your personal data;
- 在應用程式和/或網站（視情況而定）中可能包含的第三方商戶和/或網站；
  third party merchants and/or websites that may be contained in the Application and/or the Website (as the case may be);
- 我們如何保護您的個人資料安全；
  how we keep your personal data secure;
- 在法律訴訟中使用您的個人資料。
  use of your personal data in legal proceedings.

青年廣場
Youth Square

不一致或衝突
Inconsistency or conflict

如果本聲明的中英文版本有任何不一致或衝突，須以英文版本爲準。
If there is any inconsistency or conflict between the English and Chinese version of this Statement, the English version shall prevail.

其他
Miscellaneous

本聲明可能會不時更新，以反映我們因應個人資料保護和/或個人資料/數據私隱法律和法規變化而產生的政策變更。如有重大變更，我們將通知您並徵得您對變更、同意和/或選擇（必要或適用時）的許可。如果您不接受變更和/或提供您的許可，那麼我們可能無法執行目的和/或向您提供商品與服務。我們建議您定期查看應用程式和/或網站（視情況而定）以獲取本聲明的更新版本。
This Statement may be updated from time to time to reflect changes to our policy with respect to personal data protection and/or changes to personal data/data privacy laws and regulations. Where there are significant changes, we will notify you and obtain your acceptance of the changes, consents, and/or opt in (as necessary or applicable). If you do not accept the changes and/or provide your consent, then we may not be able to perform the Purposes and/or provide goods or services to you. You are advised to check the Application and/or the Website (as the case may be) for updates to this Statement on a regular basis.

本聲明中的任何內容均不限制您根據《私隱條例》所享有的權利。
Nothing in this Statement shall limit your rights under the PDPO.

如果您是：
If you are:

(i) 位於中國內地的個人，於中國內地訪問青年廣場相關網站或使用青年廣場相關流動應用程式或從中國內地通過手機或任何其他方式使用或參與青年廣場的處所、設施、節目、項目、產品及/或服務；及/或
an individual located in Mainland China who visits Youth Square's relevant website(s) or uses relevant mobile application(s) of Youth Square, or otherwise uses or attends Youth Square's premises, facilities, events, programmes, products and/or services by phone or any other means from Mainland China; and/or

(ii) 持有中國內地護照及/或居民身份證的個人，到訪、使用或參與青年廣場在香港的處所、設施、節目及/或項目或在香港通過手機或任何其他方式使用青年廣場的產品及/或服務，
an individual holding a Mainland China passport and/or resident identity card who visits, uses or attends the premises, facilities, events and/or programmes of Youth Square in Hong Kong or otherwise use Youth Square's products and/or services by phone or any other means in Hong Kong,

除青年廣場私隱政策聲明和本聲明以及中國內地適用的數據保護法律和法規外，新世界設施管理有限公司將根據"中華人民共和國附錄"處理您的個人資料。就此處目的而言，中國內地是指除香港、中華人民共和國澳門特別行政區和台灣以外的地區。
your personal data will be processed by NWFM in accordance with the "People's Republic of China Addendum" in addition to the Youth Square Privacy Policy Statement and this Statement, as well as the applicable data protection laws and regulations in Mainland China which, for the current purposes, excludes Hong Kong, the Macau Special Administrative Region of the People's Republic of China and Taiwan.

本聲明受香港法律約束並據其進行解釋。
This Statement shall be governed by, and construed in accordance with, the laws of Hong Kong.

☐ 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/或青年廣場的活動及服務最新資訊。
I consent to receive the latest information of activities and services from NWFM and/ or Youth Square.

☐ 我同意接收來自其他實體的活動及服務最新資訊。
I consent to receive the latest information of activities and services 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接收活動及服務最新資訊的選項，則應用該等個人資料於上文所述的資訊接收用途。
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) to receive the latest information of activities and services as set out above, the handling of such personal data for the purpose of receiving such information.

青年廣場 Youth Square

已部 - 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.**	☐	✓ / 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.	☐	✓ / 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".	☐	✓ / x / 不適用
4.	**業務建議書，內容包括：**		
	(a) 申請機構的業務詳情；	☐	✓ / x / 不適用
	(b) 申請單位的用途、營運/服務模式；	☐	✓ / x / 不適用
	(c) 營辦業務/服務的僱員組織架構；	☐	✓ / x / 不適用
	(d) 每年營業額預算及資金來源；	☐	✓ / x / 不適用
	(e) 所需之裝修期(只供裝修用途)；	☐	✓ / x / 不適用
	(f) 有關單位之初步設計及裝修建議；及	☐	✓ / x / 不適用
	(g) 其他有助青年廣場考慮有關業務建議書之資料	☐	✓ / x / 不適用
	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	☐	✓ / x / 不適用
	(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。	☐	✓ / x / 不適用
	Business Proposal should provide the following information:		
	(a) Details of the business of the applicant organisation;	☐	✓ / x / 不適用
	(b) Use, mode of operation / service of the retail shop(s) under application;	☐	✓ / x / 不適用
	(c) Organization and structure of the employees running the business/service;	☐	✓ / x / 不適用
	(d) Estimated annual business turnover and source of funding;	☐	✓ / x / 不適用
	(e) Required duration of fitting-out period;	☐	✓ / x / 不適用
	(f) Initial proposal on design and fitting-out of the unit(s); and	☐	✓ / x / 不適用
	(g) Any further information which will assist Youth Square in considering the business proposal.	☐	✓ / x / 不適用
	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	☐	✓ / x / 不適用
	(b) a valid business plan that has been endorsed/supported by suitable schemes providing funding, training or mentorship.	☐	✓ / 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.	☐	✓ / 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".	☐	✓ / x / 不適用
7.	**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) 根據《商業登記條例》發出的商業登記證；或** **(b) 根據《公司條例》發出的公司註冊證書；或** **(c) 根據《社團條例》發出的社團成立通知；或** **(d) 根據《社團條例》發出的社團註冊證明書。**	☐	✓ / x / 不適用

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

青年廣場
Youth Square

	Certified true copy of incorporation documents of the applicant organisation which have been certified as true copy by the Chairperson and one other office bearer of the applicant organisation: **(a) the Certificate of Business Registration issued under Business Registration Ordinance; or** **(b) the Certificate of Incorporation under the Companies Ordinance; or** **(c) the Notification of Establishment of Society under the Societies Ordinance; or** **(d) the Certificate of Registration under the Societies Ordinance.** **如申請機構持有多於一項以上所列之註冊文件，請全部遞交。** **If the applicant organization holds more than one of the above listed incorporation documents, please submit all.**	☐	✓ / x / 不適用
8.	一份列於第七項的註冊文件副本。 1 copy of the incorporation documents listed in Item 7.	☐	✓ / x / 不適用
9.	一份列於第七項以便攜式文件格式(PDF)儲存的註冊文件的軟複本，請於光碟/記憶棒上註明「註冊文件」。 1 copy of the incorporation documents listed in Item 7 in PDF format, please mark on the disc/USB "Incorporation Documents".	☐	✓ / x / 不適用
10.	**申請機構類別/業務性質證明文件，必須由機構主席及其中一位認可團體負責人簽署以示真確：** **(a) 若屬於註冊非牟利青年團體 - 申請必須包括以下文件：(i) 章程；或 (ii) 組織章程細則。章程必須明文規定以青年發展為目的，並註明其非牟利性質，包括成員不得攤分其利潤，團體一旦解散，成員不得攤分其利潤或資產。**	☐	✓ / x / 不適用
	(b) 若屬於非牟利團體 - 申請必須包括以下文件：(i) 章程；或 (ii) 組織章程細則。章程必須註明其非牟利性質，包括成員不得攤分其利潤，團體一旦解散，成員不得攤分其利潤或資產。	☐	✓ / x / 不適用
	(c) 若屬於社會企業 - 申請必須包括以下文件：(i) 章程；或 (ii) 公司組織大綱及註冊章程，及(iii) 填妥及已簽署的社會企業團體聲明，表明不少於 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。	☐	✓ / x / 不適用
	(d) 若屬於本地青年創業家 - 申請必須包括以下文件(i) 申請人簽署以示真確的香港身分證副本；及(ii) 由申請人所獲資助團體發出，支持申請人業務計劃書的證明。	☐	✓ / x / 不適用
	Certified true Copy of documentary proof of the nature of the applicant's organization and its business which was duly signed by the Chairman and one other office bearer to the effect that it is a true copy:		
	(a) Non-profit-making youth organizations - application should include a copy of the following documents: (i) Constitution; or (ii) Articles of Association. The Constitution/Articles of Association should explicitly state that the organization is intended for promoting youth development and its non-profit-making nature, including members do not take any share of the profits, and upon dissolution of the organisation, members do not take any share of the profits or assets.	☐	✓ / x / 不適用
	(b) Non-profit-making organizations - application should include a copy of the following documents: (i) Constitution; or (ii) Articles of Association. The Constitution/Articles of Association should state its non-profit-making nature, including members do not take any share of the profits, and upon dissolution of the organisation, members do not take any share of the profits or assets.	☐	✓ / x / 不適用
	(c) Social enterprise - application should include a copy of the following documents: (i) Constitution; or (ii) Articles of Association; and (iii) a duly completed and signed "Declaration Statement of Social Enterprise" stating that not less than 65% of its distributable profits are reinvested in the business for the social objectives that it pursues.	☐	✓ / x / 不適用
	(d) Local young entrepreneur - application should include the following documents: (i) certified true copy of the Hong Kong Identity Card signed by the applicant; and (ii) documentary proof issued by the supporting organisation of the applicant's business plan.	☐	✓ / x / 不適用
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.	☐	✓ / 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".	☐	✓ / x / 不適用

香港柴灣柴灣道 238 號 238 Chai Wan Road, Chai Wan, Hong Kong
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青年廣場
Youth Square

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.**	☐	✓ / 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.	☐	✓ / 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".	☐	✓ / 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.**	☐	✓ / 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.	☐	✓ / 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".	☐	✓ / x / 不適用

請注意：

(1) 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。

(2) 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:

(1) 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.
Should you have any enquiries, please contact us at 3721 8808.

(2) 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.

青年廣場 Youth Square

聲明

本人作為申請人/本人/我們作為申請人的法定代表謹此聲明、保證及承諾：

1 申請人已閱讀、明白及同意「租賃指南」內的細則及本申請表，並同意受此等條文之約束；
2 本人/我們就此租賃申請所提交有關申請人的資料及相關證明文件，全屬最新、有效及存續的資料及文件；如有任何更改，本人/我們承諾立刻提供相關的資料及文件給青年廣場。本人/我們明白若本人/我們就此租賃申請提供任何虛假資料及/或無效的文件，本人/我們及申請人有可能會被檢控；
3 申請人須遵守及確保其每名有關人士遵守國安法律；
4 申請人及所有有關人士從未作出、從事或參與任構成何冒犯行為；
5 請人及所有有關人士均不會作出、從事或參與任構成何冒犯行為；及
6 申請人承諾須確保申請人及其所有有關人士遵守任何其他適用的香港特別行政區的法例，以及有關當局不時訂立的規定或規例。

(II) 就本聲明而言 –
- (a) "國家安全" 具有《維護國家安全條例》(2024 年第 6 號條)所給予該詞的涵義；
- (b) "國家安全法律" 指所有不時在香港特別行政區生效或適用，並關乎維護國家安全的法律。該些法律包括但不限於根據《2020 年全國性法律公布》在香港特別行政區實施的《中華人民共和國香港特別行政區維護國家安全法》(2020 年第 136 號法律公告)，及《維護國家安全條例》；
- (c) "危害國家安全罪行" 具有《維護國家安全條例》所給予該詞的涵義；
- (d) "冒犯行為" 指任何以下的行為或活動：
  - (i) 構成或導致發生危害國家安全罪行的；
  - (ii) 按政府的合理判斷，可能導致或構成危害國家安全罪行的；或
  - (iii) 按政府的合理判斷，在其他情況下屬不利於國家安全或香港特別行政區的公眾利益(包括公共道德、公共秩序及/或公共安全)的；
- (e) "有關人士" 就申請人而言，指其人員(若申請人為有限公司)、僱員、代理人及承判商；及
- (f) 為免生疑問，"作出" 和 "牽涉於" 兩詞及其文法變體和同源詞均包括但不限於協助、教唆、慫使或促致一事宜。

(III) 本人作為申請人/本人/我們作為申請人的法定代表，明白並同意倘申請人不遵守或不履行以上任何一項規定，民政及青年事務局有權拒絕接受租用人是次及日後的申請訂租青年廣場的任何場地及設施以及該局管轄的任何場地及設施。

Declaration

(I) I, the Applicant / I/we, the authorized representative(s) for and on behalf of the Applicant, hereby declare, warrant and undertake that:

1. the Applicant has read, understood and agreed to the terms listed in the Leasing Guide and the Application Form and the Applicant accepts all of the provisions contained therein;
2. all information and documents submitted by me/us in support of this leasing application are updated, valid and subsisting with regard to the Applicant , and I/we undertake to provide immediately any further information and documents in respect of any changes thereto. I/we understand that I/we and the Applicant may be liable to be prosecuted should any false information and/or invalid documents be provided in this leasing application;
3. the Applicant shall comply with, and ensure that each of its related persons shall comply with the National Security Laws;
4. neither the Applicant nor any of its related persons has performed or engaged in, or has been involved in any act or activity which is an Offending Conduct;
5. neither the Applicant nor any of its related persons will engage or be involved in any Offending Conduct; and
6. the Applicant shall to ensure the observance by itself and by all of its related persons of all applicable legislative enactments and requirements or regulations imposed from time to time by the Hong Kong Special Administrative Region Government (the Government) and relevant authorities.

(II) For the purpose of this Declaration –
- (a) "national security" has the meaning given to it in the Safeguarding National Security Ordinance (6 of 2024);
- (b) "National Security Laws" means all laws and legislation relating to safeguarding of national security which are from time to time in force in or applicable to Hong Kong, including the Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region as applied in Hong Kong under the Promulgation of National Law 2020 (L.N. 136 of 2020) and the Safeguarding National Security Ordinance;
- (c) "offence endangering national security" has the meaning given to it under the Safeguarding National Security Ordinance;
- (d) "Offending Conduct" means any act or activity that:
  - (i) constitutes or causes the occurrence of any offence endangering national security;
  - (ii) in the reasonable opinion of the Government, is likely to constitute or cause the occurrence of any offence endangering national security; or
  - (iii) in the reasonable opinion of the Government, is otherwise contrary to the interest of national security, public interest (including public morals, public order and/or public safety) of Hong Kong;
- (e) "related person", in relation to the Applicant, means the officers (where the Applicant is a company), employees, agents and contractors; and
- (f) for the avoidance of doubt, each of the expressions "engage and "involve, and its variants includes but is not limited to aiding, abetting, counselling and procuring a matter.

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青年廣場
Youth Square

(III) I, the Applicant / I/we, the authorized representative(s) for and on behalf of the Applicant understand and accept that if the Applicant fails to observe or perform any of the above provisions, the Government may reject this Application and any subsequent leasing or booking applications for the use of any of the venues and facilities of the Youth Square or any other venues and facilities managed by the HYAB.

所代表申請團體的印鑑 Chop of Organization Represented

申請人簽署：
Signature of Applicant _____

申請人姓名：
Name of applicant _____

日期：
Date _____