

## 租用物業建議書 Proposal to Lease Properties

### (商業用途 Commercial Use)

#### 遞交建議書要注意的事項 Notes for Submission of the Proposal

1. 填妥及已簽署的(i)申請表格及技術建議書(第一至第四部分)及(ii)租金建議書(第五部分)，分別放入兩個獨立信封內密封。信封面依次須註明: (i)「機密」、「租用物業 - 申請表格及技術建議書」及列明擬申請地方之地址; (ii)「機密」、「租用物業 - 租金建議書」及列明擬申請地方之地址，並親身遞交予香港中環皇后大道中 183 號中遠大廈 26 樓市區重建局，物業及土地。  
Duly completed and signed (i) Application Form and Technical Proposal (Part I to IV); and (ii) Fee Proposal (Part V) shall be put in two separate sealed envelopes, which shall be marked respectively: (i) “Confidential”, “Application Form and Technical Proposal to Lease Properties” & list out the premises applied for, and (ii) “Confidential”, “Fee Proposal to Lease Properties” & list out the premises applied for, and sent by hand to Property & Land, Urban Renewal Authority, 26/F, COSCO Tower, 183 Queen’s Road Central, Hong Kong.
2. 逾期遞交及不按「建議書邀請程序」的申請概不受理。本局將在收獲申請後發出認收信。  
Late submission of this application form and proposals and those submissions not made through the Request for Proposal (RFP) process will not be considered. An acknowledgement letter will be issued for RFP received.
3. 申請者須確保所提供的資料準確無誤。評審將考慮下列之各因素:  
Applicants shall be responsible for the accuracy of the information provided. The following selection criteria will be adopted in the assessment process:
  - (i) 單位用途及與市區重建局的規劃意向及保育物業氛圍的配合;  
Optimal use of the premises in line with URA’s planning intention and ambience of the historic building;
  - (ii) 申請人相關之經驗及往績;及  
Track record/similar experience of the organization; and
  - (iii) 擬定管理團隊及管理計劃。  
Proposed management team and management plan.
4. 本局接獲申請後，一般情況下，會先評審「租用物業 - 技術建議書」。若評審結果為合格者，其「租用物業 - 租金建議書」才會被開啟。在不低於市場價格的前提下，於「租用物業 - 租金建議書」中，建議最高每月基本租金者，將會被接納。本局保留調整評審程序的權利。  
Generally, “Technical Proposal to Lease Properties” will be assessed first. Only the “Fee Proposal to Lease Properties” of those which have passed the “Technical Proposal to Lease Properties” will be opened for assessment. The proposal which offers the highest proposed monthly base rent shall be accepted provided that the offer is not below the market rent. URA reserves the right to adopt a different assessment procedure.
5. 租戶/特許持有人需負責繳付政府差餉及地租及管理費(如有)。  
Government rent, Government rates and Management Fee (if any) shall be borne by the tenant/licensee.
6. 根據防止賄賂條例(第 201 章)，本局屬於公共機構。本局嚴禁僱員收受有關本申請的任何利益。根據防止賄賂條例，向本局任何僱員提供利益意圖影響申請程序，可能構成罪行。申請者或其僱員、顧問、代理人若有干犯此等罪行，將導致其申請無效。  
The URA is a public body under the Prevention of Bribery Ordinance (Cap. 201). The URA does not permit any of its employees to accept any advantage in connection with this application. The offer of an advantage to any employee of the URA with a view to influencing the process of this application may constitute an offence under the Prevention of Bribery Ordinance. Any such offence committed by an applicant or his employee(s) or consultant(s) or agent(s) will render the application null and void.
7. 申請者在提交建議書時所提供的個人資料，純屬自願性質，有關的資料只供本局用作處理其申請。如申請者或其代表對是項程序所收集的個人資料有任何查詢，包括查閱和改正有關資料，請以書面方式與本局聯絡。本局會根據本局於網頁詳述之私隱政策聲明，處理有關要求。  
The provision of personal data by means of submission of this application form is voluntary. The information provided in this application form will be used by the URA to process this application. Enquiries concerning the personal data collected in this process by the applicant or representative(s) of the applicant, including any requests to have access to such data and/or to make any corrections, should be made in writing to the URA. The URA will process the request in accordance with its privacy policy as stated on its corporate website.
8. 成功獲批的租戶/特許持有人/代理必須恪守誠信標準。成功獲批的申請人、其員工或代理人均不得就獲批的項目收受利益，並須避免有任何利益衝突及向本局申報利益。  
Successful tenants/licensees/agencies are required to commit to ethical practices. To this end, the successful applicants, their employees or agents should be prohibited from soliciting or accepting advantages, required to avoid and declare conflict of interest to the URA applicable to the appointees, their employees and agents.
9. 申請結果將於截止日期後兩個月內，以書面通知申請人。  
Applicants will receive written notification within 2 months after submission deadline.

請將此部份放入獨立信封內密封，  
信封面註明「機密」、「租用物業 – 申請表格及技術建議書」及列明擬申請地方之地址  
Please put this part in separate sealed envelope, and marked “Confidential”,  
“Application Form & Technical Proposal to Lease Properties” & list out the premises applied for

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第一部份 申請人(個人姓名/團體名稱)

**Part I Name of Applicant (either Individual or Organization)**

團體/申請人\*:

Name of Organization /Applicant\*:

\*請刪去不適用者 \*Delete where inapplicable

地址 Address:

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電話 Tel.

傳真 Fax

電郵 E-mail

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第二部份 聯絡人資料

**Part II Person to Contact regarding this application**

聯絡人姓名 Name of Contact Person

(英文 English)

(中文 Chinese)

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電話 Tel

電郵 E-mail

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連同本申請表格一併提交的註冊文件的核證副本（請選出(“✓”)適用者）：

Certified true copies of registration document submitted together with this application form:

(Please tick “✓” as appropriate)

- ☐ 組織章程大綱及細則 Memorandum and Articles of Associations
- ☐ 公司註冊證書 Certificate of Incorporation
- ☐ 商業登記證 Business Registration Certificate
- ☐ 個人申請者的身份證 Hong Kong ID card for individual applicant
- ☐ 其他（請列明）Others (please specify)

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第三部份 銀行本票（連同本申請表格一併提交）

**Part III Cashier's Order (Submitted together with this application form)**

本票抬頭: “市區重建局”

Cashier's order made payable to “URBAN RENEWAL  
AUTHORITY”

銀碼: 港幣壹萬元正

Amount: HK\$10,000.00

本票(編號): \_\_\_\_\_

Cashier order (number): \_\_\_\_\_

銀行名稱: \_\_\_\_\_

Bank: \_\_\_\_\_

附註:本票一張，面額港幣壹萬元正(\$10,000)(抬頭人為「市區重建局」)作為按金，款額等同租戶的租賃合約的律師費及部份款項。倘有不符上述規定者，此建議書即告無效。本局將於此申請獲得批核後，向銀行兌現該本票。至於其他落選申請人的本票，本局將於截止申請日期後兩個月內，按申請表格上填報的香港地址寄回，如有寄失，本局恕不負責。

Remark: A cashier's order in amount of HK\$10,000 made payable to “URBAN RENEWAL AUTHORITY” as deposit. The amount is equivalent to legal cost for tenancy agreement and part of payment. Any application form, proposals and the cashier's order not made in the prescribed manner will be invalidated. Only cashier's orders of the successful application will be cashed by the Authority. All cashier's orders of the unsuccessful application will be returned by post to their known address in Hong Kong at their own risk.

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## 第四部份 技術建議書

### Part IV Technical Proposal

擬申請之地方 Premises Applied for:

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面積 Area:

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建議用途 Proposed Usage: (如有需要，可於另頁遞交建議用途。If necessary, proposed usage may be submitted in separate page)

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請連同詳細建議書一併遞交，內容包括但不限於：

Please submit a detailed proposal together with this form, context including but not limit to:

- (i) 單位用途及與市區重建局的規劃意向及保育物業氛圍的配合;  
Optimal use of the premises in line with URA's planning intention and ambience of the historic building;
- (ii) 申請人相關之經驗及往績;及  
Track record / similar experience of the organization; and
- (iii) 擬定管理團隊及管理計劃。  
Proposed management team and management plan.

如申請人未能提供所需資料，本局會考慮拒絕有關申請。

The Authority will only consider applications/proposals which the applicants have provided with all required information/documents.

「租用物業 – 申請表格及技術建議書」“Application Form & Technical Proposal to Lease Properties”

**聲明及簽署 Declaration and Signature**

1. 本人/本人等清楚明白本表格的內容，並確認本人提供的所有資料及證明文件全部真確無誤。  
I/We read and fully understand the contents of this application form before submitting this proposal, and confirm that all the information provided herein is true and correct.
2. 市區重建局批核此建議書的過程中，本人/本人等同意提供其他市區重建局認為有需要的資料或證明文件。  
I/We agree to provide such other information or supporting documents as the URA may require in processing this proposal.
3. 本人/本人等清楚明白及完全同意市區重建局在無須透露原因及無須對任何人承擔責任的情況下，保留在任何階段拒絕此建議書的權利。本人亦同意，無論此建議書成功與否，本申請表格及本人在申請過程中所提供的所有證明文件將不會發還。  
I/We fully understand and agree that the URA reserves the right to decline this proposal at any stage and the URA shall not be liable to any person for doing so. In addition, I/We also agree that this application form and all supporting documents provided by me/us in relation to this proposal will not be returned to me/us irrespective of whether this proposal is successful or not.
4. 如果此申請獲得批核，本人/本人等同意以上述申請人(個人/團體)簽署由市區重建局擬定的租賃合約/許可書協議及負責一半的律師費和印花稅，同時繳付租金按金、上期及裝修按金。若本人/本人等為一間公司，本人/本人等需自費簽署由市區重建局擬定的擔保契約。  
I/We agree that should this application be accepted, I/We (as the said individual/organisation applicant) shall sign a tenancy/license agreement in a prescribed format specified by the URA and bear the half share of legal cost and stamp duty, pay the rental deposit, advance payment and fitting out deposit. If I/We as a Company, I/ We shall sign a deed of personal guarantee in a prescribed format specified by the URA at our own cost.
5. 倘若本人/本人等基於任何理由未能在指定日子內簽立租約，市區重建局可以書面通知本人/本人等即時取消此建議書及撤銷把擬申請之地方所租予本人/本人等。一旦按上述規定取消此建議書及撤銷擬申請之地方所租予本人/本人等，申請人以本票遞交之按金即作為算定損害賠償而非罰款，由市區重建局全數沒收，不再另行通知。本人/本人等不得就任何賠償或退還本票或就該地方或其他事宜，向市區重建局提出申索。  
In the event I/We fail for whatever reasons to execute tenancy/licence agreement within the period specified by the URA, the URA may by notice in writing to me/us forthwith cancel this application and the letting of the premises to me/us hereunder. Upon the cancellation of the application and the letting of the premises as aforesaid the entire deposit paid by the cashier order shall forthwith be absolutely forfeited to the URA as liquidated damages and not as a penalty without any further notice and the URA may let the premises to such other person and/or deal with the premises in such manner as the URA shall consider appropriate, and I/We shall not have any claim whatever for compensation or refund of the deposit or in respect of the premises or otherwise against the URA.
6. 本人/本人等已向市區重建局申報有關此項申請過程中的任何真實或明顯、直接或間接的利益衝突。  
I/We shall declare to the URA any interest where there may be real or apparent conflict, direct or indirect, during the application process:

有 / 無（請刪去不適合者） **Yes / Nil (Please delete as appropriate.)**

如有，請列明：If yes, please provide the details:

申請人簽署及/或團體蓋章(如適用)Applicant signature with official chop (if applicable): \_\_\_\_\_

簽署人姓名及職位 Name & Position Held by Signatory: \_\_\_\_\_

日期 Date: \_\_\_\_\_

請將此部份放入獨立信封內密封，  
信封面註明「機密」、「租用物業 – 租金建議書」及列明擬申請地方之地址

Please put this part in separate sealed envelope, and marked  
“Confidential”, “Fee Proposal to Lease Properties” & list out the premises applied for

## 第五部份 Part V 租金建議書 Fee Proposal

擬申請之地方 Premises Applied for:

建議每月基本租金 Proposed Monthly Base Rent:

建議營業額租金百分比(總銷售營業額之百分比)(註一)

Proposed Turnover Rent Percentage (% on Gross Sales Turnover) (Note 1):

租期 Tenancy/License Term: 二年 Two years

免租期 Rent Free Period: 三十天 Thirty days

註一: 「營業額租金」為每月「總銷售營業額」規定的百分比。如在任何月份所述的「每月總銷售營業額」規定的百分比超出每月基本租金，該月租金以「營業額租金」計算，否則租客只需繳交基本租金。惟任何赤字(如有者)不能結轉到其後月份。

Note 1: Turnover Rent means the amount by which the prescribed percentage of the monthly Gross Sales Turnover. If the prescribed percentage of the monthly Gross Sales Turnover exceeds the Base Rent of that calendar month, Turnover Rent shall be the rent payable. Otherwise, the Base Rent would be in effect. Any deficit (if any) shall not be carried over to the succeeding months.

註二: 租戶/特許持有人需負責繳付政府差餉及地租及管理費(如有)。

Note 2: Government rent, Government rates and Management Fee (if any) shall be borne by the tenant/licensee.

## 聲明及簽署 Declaration and Signature

- 本人/本人等清楚明白本表格的內容，並確認本人提供的所有資料及證明文件全部真確無誤。  
I/We read and fully understand the contents of this application form before submitting this proposal, and confirm that all the information provided herein is true and correct.
- 市區重建局批核此申請的過程中，本人/本人等同意提供其他市區重建局認為有需要的資料或證明文件。  
I/We agree to provide such other information or supporting documents as the URA may require in processing this application.
- 本人/本人等清楚明白及完全同意市區重建局在無須透露原因及無須對任何人承擔責任的情況下，保留在任何階段拒絕此申請的權利。本人亦同意，無論此建議書成功與否，本申請表格及本人在申請過程中所提供的所有證明文件將不會發還。  
I/We fully understand and agree that the URA reserves the right to decline this application at any stage and the URA shall not be liable to any person for doing so. In addition, I/We also agree that this application form and all supporting documents provided by me/us in relation to this application will not be returned to me/us irrespective of whether this proposal is successful or not.
- 如果此申請獲得批核，本人/本人等同意以上述申請人(個人/團體)簽署由市區重建局擬定的租賃合約/許可書協議及負責一半的律師費和印花稅，同時繳付租金按金、上期及裝修按金。若本人/本人等為一間公司，本人/本人等需自費簽署由市區重建局擬定的擔保契約。  
I/We agree that should this application be accepted, I/We (as the said individual/organisation applicant) shall sign a tenancy/license agreement in a prescribed format specified by the URA and bear the half share of legal cost and stamp duty, pay the rental deposit, advance payment and fitting out deposit. If I/We as a Company, I/We shall sign a deed of personal guarantee in a prescribed format specified by the URA at our own cost.
- 倘若本人/本人等基於任何理由未能在指定日子內簽立租約，市區重建局可以書面通知本人/本人等即時取消此建議書及撤銷把擬申請之地方所租予本人/本人等。一旦按上述規定取消此建議書及撤銷把擬申請之地方所租予本人/本人等，申請人以本票遞交之按金即作為算定損害賠償而非罰款，由市區重建局全數沒收，不再另行通知。本人/本人等不得就任何賠償或退還本票或就該地方或其他事宜，向市區重建局提出申索。  
In the event I/We fail for whatever reasons to execute tenancy/licence agreement within the period specified by the URA, the URA may by notice in writing to me/us forthwith cancel this application and the letting of the premises to me/us hereunder. Upon the cancellation of the application and the letting of the premises as aforesaid the entire deposit paid by the cashier order shall forthwith be absolutely forfeited to the URA as liquidated damages and not as a penalty without any further notice and the URA may let the premises to such other person and/or deal with the premises in such manner as the URA shall consider appropriate, and I/We shall not have any claim whatever for compensation or refund of the deposit or in respect of the premises or otherwise against the URA.
- 本人/本人等已向市區重建局申報有關此項申請過程中的任何真實或明顯、直接或間接的利益衝突。  
I/We shall declare to the URA any interest where there may be real or apparent conflict, direct or indirect, during the application process:

有 / 無 (請刪去不適合者) Yes / Nil (Please delete as appropriate.)

如有，請列明：If yes, please provide the details: \_\_\_\_\_

申請人簽署及/或團體蓋章(如適用)Applicant signature with official chop (if applicable)\_\_\_\_\_

簽署人姓名及職位 Name & Position Held by Signatory: \_\_\_\_\_

日期 Date: \_\_\_\_\_