

(Please read the guidance notes before completing this form)

**Notification for Change of Authorised Person for
Amusements With Prizes Licence (Licence No.: _____)**

A. Particulars of Licence

1. Name of Company/Club/Society : _____
2. Name of Licensed Premises : _____
3. Address of Licensed Premises : _____

B. Particulars of Existing Authorised Person

1. Name : (Mr./Mrs./Miss/Ms.*) _____
2. Position in Company/Club/Society : _____

C. Particulars of New Authorised Person

1. Name : (Mr./Mrs./Miss/Ms.*) _____
2. Position in Company/Club/Society : _____
3. Reasons(s) for Change of Authorised Person : _____

D. Attachments

Documents submitted with this form:

- Information of the new authorised person (Please use the form at Annex A) ^.
- A written statement from the new authorised person authorising the Commissioner of Police to release full particulars of his criminal convictions (if any) to the public officer appointed by the Secretary for Home and Youth Affairs and staff of the Home Affairs Department (Please use the form at Annex B) ^.
- Documentary proof about the appointment of the new authorised person (Please see Guidance Note 2).

E. Declaration

I declare that the information supplied by me in this application is, to the best of my knowledge and belief, both true and correct.

Name : _____ Position in
Company/Club/Society : _____

Signature : _____ Date : _____

Chop of
Company/Club/
Society : _____

- * Delete if not applicable
- Tick “✓” as appropriate
- ^ Mandatory

Guidance Notes

1. This form is only applicable for Amusements with Prizes Licences issued to Company/Club/Society.
2. This form could be completed by the existing or new authorised person. If it is completed by the new authorised person, documentary records about the appointment should be provided e.g. relevant meeting minutes, authorisation letter, etc.
3. This notification form should be submitted to the Office of the Licensing Authority of the Home Affairs Department (“OLA”) at Unit 2503-05, 25th Floor, AIA Tower, 183 Electric Road, North Point, Hong Kong. You can also complete and submit this form via electronic submission channel at <https://eform.cefs.gov.hk/form/had131/en/>. For form submitted via electronic submission channel, you have to submit the required documents (*if applicable*) with the transaction reference number quoted to the OLA by hand or by mail, *within 7 working days* after making the electronic submission.
4. Please complete this form in full. If you do not provide sufficient information, OLA may not be able to process the notification further.
5. Once OLA has completed processing the notification, a written reply would be provided to the licensee.
6. The personal data provided in this form will be used for the following purposes:
 - (a) To facilitate the processing of the notification of the change of authorised person;
 - (b) To facilitate enforcement of the laws, regulations or conditions in respect of the above licence; and
 - (c) To facilitate communication on relevant licensing matters between the Government and the licensee or the appointed Authorised Person.
7. The personal data you provide may be transferred to other Government bureaux and departments for the purposes mentioned in paragraph (6) above.
8. For correction of or access to personal data given in this form, please contact OLA at 2116 5137 or 2116 5230, or by email (el@had.gov.hk).

Office of the Licensing Authority
Home Affairs Department
July 2024

Details of New Authorised Person

Please attach a copy of the new authorised person's HKID Card / Passport

Name in English	:	(<i>Mr./Mrs./Miss/Ms.</i> *)	_____
Name in Chinese	:		_____
Hong Kong Identity Card / Passport No.	:		_____
Correspondence Address	:		_____ _____
Office Phone No.	:		_____
		Fax No. :	_____
Mobile Phone No.	:		_____
		Email Address :	_____

Please provide information of a contact person (if different from the authorised person)

Name in English	:	(<i>Mr./Mrs./Miss/Ms.</i> *)	_____
Name in Chinese	:		_____
		Office Phone No. :	_____
Mobile Phone No.	:		_____
		Fax No. :	_____
Email Address	:		_____

Notes

1. The personal data provided above will be used to facilitate communication between the Government and the applicant on the notification and other relevant licensing matters. Please complete the form in full.
 2. The personal data provided may be transferred to other Government bureaux and departments for the purposes mentioned above.
 3. For correction of or access to personal data given in this form, please contact the Office of the Licensing Authority of the Home Affairs Department at 2116 5137 or 21165230, or by email (el@had.gov.hk).
- * delete whichever is inapplicable.

To : Commissioner of Police

**Notification for Change of Authorised Person for
Amusements with Prizes Licence**

I hereby authorise the Commissioner of Police to release full particulars of my criminal convictions (if any) to the public officer appointed by the Secretary for Home and Youth Affairs and staff of the Home Affairs Department.

Signature : _____

Name : _____

HKID Card /
Passport No. : _____

Date : _____

致 : 警務處處長

**有獎娛樂遊戲牌照
通知更改獲授權人士**

本人聲明，本人如有刑事罪行紀錄，警務處處長可向民政及青年事務局局長委派的公職人員及民政事務總署人員提供有關的詳細資料。

簽署 : _____

姓名 : _____

香港身份證 /
護照號碼 : _____

日期 : _____

Notes

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