

NOTES

1. There is an application fee of \$535.00 per application. You will be advised on how to pay the application fee normally within 7 days after your application form has been received. There is **NO** need for you to make any payment in cash or in cheque at the time of application.
2. If your application is for change of the layout of the centre, 3 copies of the layout plans prepared by an Authorised Person **MUST** be attached to your application form. Please refer to the “Guide for Amusement Game Centre Licensees - Positioning of Amusement Game Machines in Your Centre”. If there is any change to the air-conditioning system in your centre, 3 copies of the revised air-conditioning plan with a certificate prepared by your contractor **MUST** also be attached.
3. If there is any change to the fixed electrical installation in your centre, a Work Completion Certificate (Form WR1) issued by a registered electrical worker and endorsed by you to be a true copy must be submitted to this office within 1 month from the date of our letter giving approval by the public officer appointed by the Secretary for Home and Youth Affairs for amendment or variation of the conditions or particulars of a licence.
4. If your premises will be extended or reduced in size, a fresh Certificate of Fire Service Installations and Equipment (FS 251) issued by your contractor may be necessary.
5. This form (Form T-2) can be obtained from the Office of the Licensing Authority of the Home Affairs Department (OLA) (Address: Unit 2503-05, 25th Floor, AIA Tower, 183 Electric Road, North Point, Hong Kong) or downloaded from the website of the OLA at <https://www.hadla.gov.hk/el/en/entertainment/forms.php>. After completion of this form, you should submit it, together with the relevant documents (*if applicable*), to OLA by hand or by mail. You can also complete and submit the form via the electronic submission channel at <https://eform.cefs.gov.hk/form/had087/en/>. For submission of the form via electronic submission channel, you should submit the required supporting 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. For enquiries on application procedures, please call the OLA at 2116 5230. Our facsimile is 2511 3860.
6. The personal data provided by you in this application will be used for the following purposes :
 - (a) to facilitate assessment of the application for amendment or variation of the conditions or particulars of a licence; and
 - (b) to facilitate enforcement of the laws, regulations or conditions in respect of the licence; and
 - (c) to facilitate communication between Government and yourself on your application and other relevant licensing matters.

The forms must be completed in full. If you do not provide sufficient information, we are unable to process your application.

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 by you in this form, please contact the Licensing Officer (Amusement)11 at 2116 5137.

Please affix sufficient stamp to ensure delivery in order if you send this form by mail.

ATTENTION

Please fill in the information below if there has been any change to your correspondence address or contact telephone number.

Correspondence Address	
Contact Telephone Number	

Office of the Licensing Authority
Home Affairs Department
February 2023