

**AMUSEMENT GAME CENTRES ORDINANCE, CAP. 435**

**APPLICATION FOR APPROVAL OF AMUSEMENT GAME/DEVICE**  
**FOR INSTALLATION IN AMUSEMENT GAME CENTRES**  
**FOR PERSONS UNDER THE AGE OF 16 YEARS**

(Please read the guidance notes overleaf before completing your application)

**A. Particulars of Applicant**

1. Name: (Mr./Mrs./Miss/Ms.\*) \_\_\_\_\_ (HK I/D Card No.) \_\_\_\_\_
2. Company: \_\_\_\_\_
3. Address: \_\_\_\_\_  
\_\_\_\_\_
4. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**B. Particulars of Game/Device**

1. Name of Game/Device: \_\_\_\_\_
2. Size of Machine: Length: \_\_\_\_\_ mm Width: \_\_\_\_\_ mm
3. Name of Manufacturer: \_\_\_\_\_
4. Nature of Game/Device (e.g. shooting, driving or adventure game): \_\_\_\_\_  
\_\_\_\_\_
5. A copy of the catalogue of the game/device is/is not\* submitted for reference.

\* Delete as appropriate

**C. Declaration**

I declare that:

1. the DVD submitted to the public officer appointed by the Secretary for Home Affairs for inspection is a full version of the game/device; and
2. the information supplied by me in this application is to the best of my knowledge to be true and correct.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## **Guidance Notes**

- (1) There is no need for licensees and relevant parties (such as wholesalers and agents selling games) to submit games, which are only for installation in Amusement Game Centres (“AGCs”) for persons who have attained the age of 16 years (“Adult AGCs”), to the public officer appointed by the Secretary for Home Affairs (“appointed public officer”) for vetting. Games installed in the Adult AGCs to be used or operated are subject to the existing legislation of Hong Kong. Licensees and relevant parties must ensure full compliance of the content of the games installed with the Control of Obscene and Indecent Articles Ordinance (“COIAO”) (Cap. 390) and the Gambling Ordinance (Cap. 148). For installation of machines/devices with games that are indecent or have been classified as Class II (Indecent) under COIAO, please refer to the licence condition 10 and guidelines issued by the appointed public officer.
- (2) The personal data provided by you on this application will be used for the following purposes:
  - (a) to facilitate assessment of the application for approval of amusement game device;
  - (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 form must be completed in full. If you do not provide sufficient information, we are unable to process your application.

- (3) The personal data you provide may be transferred to other Government bureaux and departments for the purposes mentioned in paragraph (2) above.
- (4) For correction of or access to personal data given by you in this form, please contact the Licensing Officer (Amusement)<sup>11</sup> at 2116 5137.
- (5) The Advisory Panel on Vetting of Amusement Games/Machines (comprising non-officials) assists the appointed public officer in the inspection of games/devices. The Panel meets on the first Friday (or the second Friday if the first Friday is a public holiday) of each month. Applicants are advised to submit their games/devices to the Office of the Licensing Authority (OLA) of the Home Affairs Department at least three clear working days before each inspection session. The decision of the appointed public officer on the games/devices will normally be given to the applicant within two weeks after the inspection session.
- (6) This form (Form T-4) can be obtained from the OLA (Address: Unit 2503-05, 25<sup>th</sup> 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/forms/index.html>. After completion of this form, you should submit it, together with the DVD which contains the full version of the game/device and relevant documents (*if applicable*), to the OLA by hand or by mail. You can also complete and submit the form via the electronic submission channel at <https://eform.one.gov.hk/form/had088/en/>. For submission of the form via electronic submission channel, you should submit the required DVD which contains the full version of the game/device and relevant 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.
- (7) Completed form may be submitted by an individual or a company representative. If the form is submitted by a company representative, it should be signed with the company chop. For enquiries on application procedures, please call the OLA at 2116 5230. Our facsimile is 2511 3860.
- (8) Where necessary, a site inspection of the machine under application may be required and you should make necessary arrangements.

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

Any false or incomplete information provided by the applicant may result in withdrawal of the approval that may have been given by the appointed public officer.

Office of the Licensing Authority  
Home Affairs Department  
June 2022