

**Application for Exemption of Amusement Game Centre Licence  
in Clubhouses of Private Residential Estates  
under Section 3 of the Amusement Game Centres Ordinance (Cap. 435)**

*(Please read the guidance notes and all the notes and annexes before completing this form)*

**Part A** Information of the residential estate

1. Name\*of the Owners' Corporation/Owners' Committee/Management Company<sup>Δ</sup> (in both Chinese and English) :  
\_\_\_\_\_
  
2. Address of the residential estate and total number of households:  
\_\_\_\_\_
  
3. Office address:  
\_\_\_\_\_
  
4. Contact telephone no.: \_\_\_\_\_
  
5. In what capacity will the applicant manage the amusement game facilities of the clubhouse?  

<input type="checkbox"/>	Owners' Corporation	}	(No need to complete Part B if one of the options is taken here)
<input type="checkbox"/>	Owners' Committee		
<input type="checkbox"/>	Authorized management company (Please read carefully item 7 of Part B if this option is taken. Once the application form is signed, it means that the management company has given its consent to the confirmation made in item 7. )		
  
6. I \_\_\_\_\_ fully understand and will observe the guidance notes, conditions as well as all the notes and annexes in connection with the licence exemption (applicable only to owners' corporations/owners' committees).

**Part B** Applicable to applications made by a management company

7. We (the management company) hereby confirm the following:
  - The owners' corporation or owners' committee has not yet been formed for this residential estate.
  - We (the management company) fully understand and will observe the guidance notes, conditions as well as all the notes and annexes in connection with the licence exemption.

**Part C** Amusement game facilities

8. Address of the proposed premises<sup>1</sup>: \_\_\_\_\_  
\_\_\_\_\_

9. The number of amusement game machines: \_\_\_\_\_

10. The premises, in which amusement game machines/devices are placed, are in compliance with one of the following requirements:

A Certificate of Compliance in respect of the premises<sup>1</sup> has been issued by the Office of the Licensing Authority of the Home Affairs Department pursuant to the Clubs (Safety of Premises) Ordinance (Cap. 376), and the details of the amusement game centre (AGC) (including the number and location of the amusement game machines) are set out on the registered layout plan of the premises ; or

An authorized person registered under the Buildings Ordinance (Cap. 123) has issued a certificate (with the layout plan of the amusement game machines of the premises<sup>1</sup> concerned) to the effect that:

- i. the premises<sup>1</sup> are legal structure;
- ii. the premises<sup>1</sup> are structurally suitable for use as an AGC;
- iii. the premises<sup>1</sup> are being provided with the required means of escape;
- iv. the premises<sup>1</sup> have been issued with an Occupation Permit;
- v. the use of the premises<sup>1</sup> as AGC does not contravene the Government lease conditions; and
- vi. the premises<sup>1</sup> in which the centre is located are according to the layout plan approved by the Buildings Department for recreational use.

11. The premises, in which amusement game machines/devices are installed, are operated in accordance with the requirements set out in the “Standard Exemption Conditions (Fire Safety) for Amusement Game Centre in Clubhouses of Private Residential Estates”, and it has been issued with a valid Certificate of Fire Service Installations and Equipment (FS251). (Please provide a photocopy of the certificate.)

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

Name: \_\_\_\_\_ Post: \_\_\_\_\_

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<sup>1</sup> It means the area used as the AGC in the clubhouse of the private residential estate.  
ET3(E) (Revised 4/2012)

Notes:

- (1) The information provided by the applicant on this application will be used for the following purposes:
- (a) to facilitate assessment of the application for licence exemption;
  - (b) to facilitate enforcement of the laws, regulations or conditions in respect of the licence exemption; and
  - (c) to facilitate communication between the Government and the applicant on this application and other relevant licensing matters.

**The application form must be completed in full. Failure to furnish sufficient information will render the application impossible to be processed.**

- (2) The Home Affairs Bureau or the Home Affairs Department may transfer the information provided on this application to other Government bureaux and departments for the purposes mentioned in Note (1) above.
- (3) In making this application, please read carefully and complete all the annexes and undertakings. Failure to do so will render the application ineligible for further processing.

Home Affairs Bureau  
April 2012

Δ Only applicable to residential estates which have not yet established owners' corporations or owners' committees

\* Delete if inappropriate

Please "✓" in the appropriate box

To: the Secretary for Home Affairs

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\_\_\_\_\_ (Clubhouse of Residential Estate)

at \_\_\_\_\_

\_\_\_\_\_

The owners' corporation/owners' committee/management company\* of the premises hereby gives consent and agrees to render proper assistance to the officers from the Home Affairs Bureau, Home Affairs Department, Hong Kong Police Force, Fire Services Department, Buildings Department and other concerned departments to enter and inspect the aforesaid premises in connection with the application for and after the approval of the AGC licence exemption made by the above clubhouse.

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

Name: \_\_\_\_\_

Contact tel. no.: \_\_\_\_\_

Capacity held in the concerned  
corporation/committee or company:

\_\_\_\_\_

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

\*Delete if inappropriate

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at \_\_\_\_\_

\_\_\_\_\_

The owners' corporation/owners' committee/management company\* of the captioned residential estate fully understands and will observe all the criteria, conditions and undertakings in connection with the licence exemption, and it fully understands that the exemption order issued by the Secretary for Home Affairs may be terminated with at least one week's notice from the Secretary for Home Affairs or may be lapsed under the conditions of the exemption.

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

Name: \_\_\_\_\_

Contact tel. no.: \_\_\_\_\_

Capacity held in the corporation/  
committee or company:

\_\_\_\_\_

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

\*Delete if inappropriate

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\_\_\_\_\_ (Clubhouse of Residential Estate)

at \_\_\_\_\_

\_\_\_\_\_

The owners' corporation/owners' committee/management company\* of the captioned residential estate hereby gives consent to the Home Affairs Bureau and Home Affairs Department to make available the information (including personal data) relating to the application for public inspection.

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

Name: \_\_\_\_\_

Contact tel. no.: \_\_\_\_\_

Capacity held in the corporation / committee  
or company:

\_\_\_\_\_

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

\*Delete if inappropriate

\_\_\_\_\_