

This application form should be sealed in an envelope with company chop upon completion of Part IV by Licensee. The sealed envelope should be passed to the proposed employee for submission **in person**.  
You may also submit the application via the electronic submission channel at (<https://eform.one.gov.hk/form/had066/en/>).

**APPLICATION FOR APPROVAL TO EMPLOY ASSISTANT**  
**(To be completed in duplicate)**

**PART I (To be completed by Licensee)**

Ref. : \_\_\_\_\_

Type of Licence : \_\_\_\_\_

Name of Licensee : (Mr / Mrs / Ms) \* \_\_\_\_\_  
(Name in full)

Address of Licensed Premises : \_\_\_\_\_  
\_\_\_\_\_ Tel. No. : \_\_\_\_\_

Name of Business : \_\_\_\_\_

**PART II (To be completed by Licensee)**

To : Public officer appointed by the Secretary for Home and Youth Affairs (“the public officer”)  
(Attn: LO(M)1, Office of the Licensing Authority, Home Affairs Department (“OLA”))

**APPLICATION FOR APPROVAL TO EMPLOY ASSISTANT**

I wish to apply for your approval to employ the following person to be an assistant for my above licensed premises:

Name (English) : (Mr / Mrs / Ms) \* \_\_\_\_\_  
(Name in full)

(Chinese): \_\_\_\_\_

Date of Birth : \_\_\_\_\_ Age : \_\_\_\_\_

Place of Birth : \_\_\_\_\_

Nationality : \_\_\_\_\_

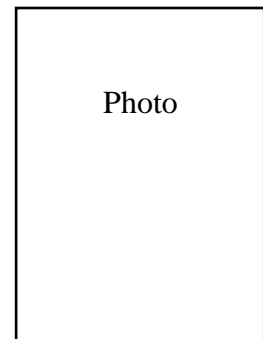
H.K. Identity Card No. : \_\_\_\_\_  
(Please enclose a photocopy of the Identity Card)

Chinese Commercial Code No. : \_\_\_\_\_

Residential Address : \_\_\_\_\_

\_\_\_\_\_ Tel. No. : \_\_\_\_\_

Nature of Employment : \_\_\_\_\_



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**PART III (To be completed by the proposed employee)**

1. I confirm that the information supplied by the Licensee above is both true and correct.
2. I hereby authorize the Commissioner of Police to release full particulars of my criminal convictions (if any) in the last 5 years to the public officer and Home Affairs Department.

Date : \_\_\_\_\_ Signature of Proposed Employee : \_\_\_\_\_

**PART IV (To be completed by Licensee)**

I declare that :

- (a) the information given by me above is, to the best of my knowledge and belief, both true and correct; and
- (b) I have ascertained that the proposed employee is lawfully employable in Hong Kong under Immigration Ordinance (Chapter 115).

Date : \_\_\_\_\_ Signature of Licensee : \_\_\_\_\_

HKID No.: \_\_\_\_\_

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**Notes for Licensee and Proposed Employee**

1. The personal data provided above will be used for the following purposes :
  - (a) to facilitate assessment of the application for approval to employ assistant for the above licensed premises;
  - (b) to facilitate enforcement of the laws, regulations or conditions in respect of the above licence; and
  - (c) to facilitate communication between Government and yourselves on your application and other relevant licensing matters.
2. The information you provide may be transferred to other Government bureaux and departments for the purposes mentioned above.
3. This form must be completed in full and duly signed by the Applicant and the Proposed Employee. Failure to do so may render the application invalid and liable to be rejected.
4. Any falsification of information may not only result in the public officer's refusal to give approval, but it is also an offence in law.
5. For correction of or access to personal data given by you in this form, please contact the Licensing Officer (Miscellaneous Licences)1 of the OLA at 2117 2977.

\* *Delete whichever is inapplicable*

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**PART V (To be completed by staff of the OLA)**

This Office received on the morning of \_\_\_\_\_ an application regarding  
\_\_\_\_\_ (HKID No.: \_\_\_\_\_) for working in  
\_\_\_\_\_ as an assistant.

Please return this part to the licensee for record and retention. Licensee may present this slip to Police as documentary proof that he/she has applied to this Authority for employing the above person to work in his/her licensed premises.

\_\_\_\_\_  
Office of the Licensing Authority  
Home Affairs Department's Chop