

GUIDE FOR AMUSEMENT GAME CENTRE LICENSEES

Application for Renewal of Licence

The following questions and answers aim at providing some general guidelines to assist licensees in making an application for renewal of licence.

Q.1 What are the statutory requirements for making an application for renewal of licence?

The statutory requirements are laid down in Section 8(3) of the Amusement Game Centres Ordinance, Cap. 435. In brief, an application must be made not less than 60 days before expiry of the licence and accompanied by all requisite supporting documents.

Q.2 What will happen to my application if I fail to observe the statutory requirements stated in Section 8(3) of the Amusement Game Centres Ordinance?

Your application may not be accepted by the public officer appointed by the Secretary for Home and Youth Affairs and your licence may not be renewed. You will have to cease operating your centre upon expiration of the current licence, and can only resume operation if a new licence is granted to you.

Q.3 What can I do if I am not able to submit my application 60 days before expiry of my licence?

You should provide a detailed explanation in the application form. Whether your application will be accepted eventually will depend on the merits of your case.

Q.4 What should I do in order to comply with the statutory requirements?

First, you must always remember when your current licence will expire. Three months before your licence expires, observe the following steps:

- Obtain an application form for renewal of licence (Form-T-1) from the Office of the Licensing Authority of the Home Affairs Department (OLA), or download the application form from the OLA's homepage (<https://www.hadla.gov.hk/el/en/>), or submit the application via the electronic submission channel at (<https://eform.cefs.gov.hk/form/had060/en/>).
- Read the instructions in the application form carefully. Where necessary, arrange for inspections of your premises by your electrical / fire service contractors and obtain certificates of their inspections to support your application.
- Complete and return your application form together with the requisite supporting documents to us either by post or in person. Make sure that your application will reach us 60 days prior to the expiry date of your licence. For applications submitted via electronic submission channel, applicants have to submit to the OLA (by hand or by mail), within 7 working days after making the electronic submission, the required supporting documents (if applicable) with the transaction reference number quoted.

Q.5 What are the supporting documents required to support an application for renewal of licence?

They include:

- a valid Periodic Test Certificate (Form WR2);
- a valid Certificate of Fire Service Installations and Equipment (FS251);
- a certified Business/Branch Registration Certificate (Form 2); and
- three copies of layout plan approved for your current licence.

Office of the Licensing Authority
Home Affairs Department
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