

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 management agent for submission **in person**. You may also submit the application via the electronic submission channel at (<https://eform.one.gov.hk/form/had102/en/>).

**MAHJONG/TIN KAU LICENCE**  
**APPLICATION FOR APPOINTMENT OF MANAGEMENT AGENT**  
**(To be completed in duplicate)**

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

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

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

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

Name of Mahjong/Tin Kau Parlour : \_\_\_\_\_

**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 APPOINT MANAGEMENT AGENT**

I wish to apply for your approval to appoint the following person to be the management agent for my above licensed premises:

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

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

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

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

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

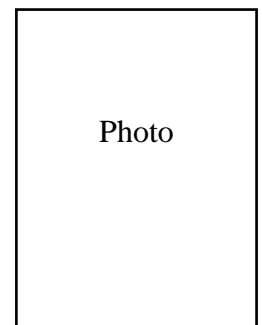
H.K. Identity Card No. : \_\_\_\_\_

(Please enclose a photocopy of the Identity Card)

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

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

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



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**PART III (To be completed by the proposed management agent)**

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) to the public officer and Home Affairs Department.

Date : \_\_\_\_\_ Signature of Proposed Management Agent : \_\_\_\_\_

**PART II (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 management agent 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 MANAGEMENT AGENT**

1. The personal data provided above will be used for the following purposes :
  - (a) to facilitate assessment of the application for approval to appoint management agent 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 Management Agent. Failure to do so may render the application invalid and liable to be rejected.
4. Any material falsification of information may result in the public officer's refusal to give approval.
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