

Please submit this form to the Office of the Licensing Authority, Home Affairs Department at Unit 2503-05, 25th Floor, AIA Tower, 183 Electric Road, North Point, Hong Kong. For application by post, please **affix sufficient stamp** to ensure delivery in order.

Reference No. : HAD LA ELT/15/S -

To : Public officer appointed by the Secretary for Home and Youth Affairs

Application for Renewal of Mahjong/Tin Kau Licence

I _____ hereby apply for renewal of my mahjong/tin kau licence with details below:

Described Name shown in the mahjong/tin kau licence

Chinese : _____

English : _____

*Shop Sign (the signage appeared outside the mahjong/tin kau parlour)

Chinese : _____

English : _____

**Please notify Office of the Licensing Authority of Home Affairs Department immediately for any change in the shop sign.*

Address of the Premises

Chinese : _____

English : _____

There are in total _____ number of gaming tables in which mahjong/tin kau tiles are used in the above premises. The commission or charge levied against the stakes hazarded in a game shall not exceed _____% of such stakes. I enclose the following documents to support my renewal application:

- (i) three copies of the layout plan of the premises which are certified by me to be a true and correct representation of the premises;
- (ii) A copy of the "Business Registration Certificate" which is still valid upon the effective date if the licence is approved to be renewed;
- (iii) A "Certificate of Fire Service Installations and Equipment" (F.S. 251) (original copy) issued within 4 months before submission of this renewal application.

I certify that the information provided in this form is true and correct.

Signature of Licensee

Name of Licensee

Date: _____

Contact Number (Name of Contact Point)

Note :

1. The completed form and supporting documents should be submitted to Office of the Licensing Authority of Home Affairs Department (OLA) by post or in person. The Authority would only accept the original application form signed by the licensee. Please do not submit the application by fax. You may also submit the application via the electronic submission channel at (<https://eform.one.gov.hk/form/had103/en/>).
2. The personal data provided in this form will be used by relevant Government Departments in processing the above application for renewal of mahjong/tin kau licence or related purpose. Please note that relevant information of the mahjong/tin kau parlour, including the described name shown in the licence, shop sign and address will be uploaded to the website of OLA or other websites of relevant Government Departments for the reference of public.
3. For correction of or access to personal data given in this form, please contact Licensing Officer (Miscellaneous)1 of the OLA at 2117 2977.