

AMUSEMENT GAME CENTRES ORDINANCE, CAP. 435

**REPORT OF APPOINTMENT OF
AN AGENT AS MANAGER OF AN AMUSEMENT GAME CENTRE**

(Both the licensee and the appointed agents should read the notes overleaf before completing this report)

A. Particulars of Licensee

1. Name of Licensee : (Mr./Mrs./Miss/Ms.*) _____
2. Name in Chinese : _____ 3. HKI/D Card No. : _____
4. Address of Licensed Premises : _____

5. I wish to report that the person(s) below is (are) appointed as agent to manage the amusement game centre on my behalf.
(Please include all existing and newly appointed agents. Use additional sheets if necessary)

Name of Agent	HK I/D Card No.	Date of Appointment	Signature of the Agent

B. Declaration

I declare that the information supplied by me in this application is to the best of my knowledge and belief both true and correct.

Date : _____

Signature : _____

WARNING

Any person who furnishes any information which he knows or has reason to believe to be false in any material particular or by reason of the omission of any material particular or furnishes any information without any belief in the truth or accuracy of the information supplied shall be guilty of an offence under the Amusement Game Centres Ordinance (Cap. 435) and may prejudice the report and the existing licence.

NOTES

1. In accordance with Condition No. 4 of the licence, a licensee **is required** to report to the public officer appointed by the Secretary for Home and Youth Affairs (“appointed public officer”) the appointment of any agents in his centre within **7 days** from the date of appointment.
2. An agent is a person who is appointed in writing by the licensee to manage his amusement game centre on his behalf. He **MUST** be present in the game centre during the licensee's absence. His appointment as manager of the game centre **MUST** be displayed in the premises.
3. If the appointment of an agent is terminated, the licensee should update the list of agents in his game centre to the appointed public officer. The report should be made within 10 days from the termination of the appointment of any agents.
4. This form (Form T-5) can be (i) obtained from the OLA; or (ii) downloaded from the website of the OLA at (<https://www.hadla.gov.hk/el/en/forms/index.html>); or (iii) submitted via the electronic submission channel at (<https://eform.cefs.gov.hk/form/had061/en/>). For forms submitted via electronic submission channel, licensee has to submit to the appointed public officer (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. For enquiries on report procedures, please call us at 2116 5230. Our facsimile is 2511 3860.
5. This form must be completed in full and duly signed by the licensee and the agent. Failure to do so may render the appointment of agent as invalid and constitute a breach of licensed condition.
6. The personal data provided by you in this form will be used for the following purposes :
 - (a) to facilitate enforcement of the laws, regulation or conditions in respect of the above licence; and
 - (b) to facilitate communication between Government, the agent and yourself on relevant licensing matters.
7. For correction of or access to personal data given by you in this form, please contact the Licensing Officer (Amusement)11 at 2116 5137.

Please affix sufficient stamp to ensure delivery in order if you send this form by mail.

ATTENTION

Please fill in the information below if there has been any change to your correspondence address or contact telephone number.

Correspondence Address	
Contact Telephone Number	

Office of the Licensing Authority
Home Affairs Department
February 2023