

**Provision of Personal Data  
in Connection with Application for  
Trade Promotion Competition Licence  
under the Gambling Ordinance (Chapter 148)**

**Purposes of Collection of Personal Data**

The personal data provided by you or the solicitor/agency on your behalf to the Office of the Licensing Authority of Home Affairs Department (OLA) in connection with your application for trade promotion competition licence under the Gambling Ordinance (Cap. 148) will be used for the following purposes :-

- (a) to facilitate assessment of your application for the grant of the licence;
- (b) to facilitate enforcement of the laws, regulations or conditions in respect of the licence;
- (c) to facilitate communication between Government and yourself on your application and other relevant licensing matters; and
- (d) to conduct customer opinion surveys on licensing service.

The forms must be completed in full. If you do not provide sufficient information, OLA may not be able to process your application.

**Transfer of Personal Data**

2. The personal data you provide may be transferred to other Government departments for the purposes mentioned in paragraph 1 above.

**Correction of or Access to Personal Data**

3. For correction of or access to personal data given by you in the forms, please contact Licensing Officer (Miscellaneous)<sup>2</sup> of the OLA at 2117 3031.

### Payment of Licence Fee

The licence fee is as follows—

<u>Licence</u>	<u>Amount of Fee</u>
Trade Promotion Competition	HK\$ 1,590

The licence fee may be paid by crossed cheque or in cash.

#### *Payment by Crossed Cheque*

The cheque should be crossed and made payable to “The Government of the Hong Kong Special Administrative Region”. The cheque should not be made payable to any individual officer. Please write your name on the back of the cheque. Post-dated cheque will not be accepted.

#### *How to Make Payment?*

Please visit the Office of the Licensing Authority between 9:30 a.m. and 12:00 noon and between 2:00 p.m. and 4:00 p.m. (except Saturdays, Sundays and public holidays) to obtain a demand note. We will show you how to make the payment. **Do not send cash/cheque by mail. Please note that we do not provide Shroff Office service starting from October 2019.**

#### *Refund*

Please keep the original official receipt. In case the application is refused or withdrawn by you before the issue of licence, payment will be refunded only upon surrender of the original official receipt.

The address of the Office of the Licensing Authority is listed as below—

Address: Unit 2503-05, 25<sup>th</sup> Floor, AIA Tower,  
183 Electric Road, North Point, Hong Kong

**【Please attach this form together with your licence application forms for processing.】**

**☞ Collection of Licence ☞**

Please indicate your preferences below.

**Collection of Licence**

- I wish to collect the licence in person at Office of the Licensing Authority in Unit 2503-05, 25/F, AIA Tower, 183 Electric Road, North Point, Hong Kong.
- I wish to authorize a person to collect the licence on my behalf. (Please ask the authorized person to bring along your letter of authorization bearing the name and HKIC no. of that person for authentication purpose upon collection of licence. A sample authorization is provided on the next page.)
- Please send the licence to me by post\*\* to the following address :

Name: _____
Address: _____
_____
_____

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name of Applicant  
Date:

**Note**

Please tick (✓) as appropriate.

\*\* Licences are sent out by registered mail (normal delivery lead time will be about three to four working days).

樣本

## 領取推廣生意的競賽牌照的委託書

致：民政事務總署牌照事務處

本人現委託 \_\_\_\_\_ (受委託人姓名)，持香港身分證  
號碼 \_\_\_\_\_，代表本公司／機構領取推廣生意的競賽牌照。

簽署：

申請人姓名：

公司／機構名稱：

日期：

SAMPLE

## Authorization for Collection of Trade Promotion Competition Licence

To: Office of the Licensing Authority, Home Affairs Department

I hereby authorise \_\_\_\_\_ (Name), holder of HKIC  
No. \_\_\_\_\_, to collect the Trade Promotion Competition Licence on behalf  
of my Company/Organization.

Signature :

Name of Applicant :

Name of Company/Organization :

Date :

## Annex 4

**【Please attach this form together with your licence application forms for processing.】**

**Contact Details of the Applicant / Contact Person**  
**Trade Promotion Competition Licence Application**

**Please attach a copy of the applicant's HKID Card/Passport**

Name of Applicant : <i>Mr./Mrs./Miss/Ms.</i> * : _____	
Name in Chinese : _____	
Office Address : _____ _____	
Office Phone No. : _____	Fax No. : _____
Mobile Phone No. : _____	
Email Address. : _____	

**Please provide information of a contact person (if different from the applicant)**

Name of Contact Person : <i>Mr./Mrs./Miss/Ms.</i> * : _____	
Name in Chinese : _____	Office Phone No. : _____
Mobile Phone No. : _____	Fax No. : _____
Email Address. : _____	

### **Notes**

1. The personal data provided above will be used to facilitate communication between the Government and the applicant and may be transferred to other Government departments on the above application and other relevant licensing matters. Please complete the form in full.
  2. The personal data provided may also be used for conducting customer opinion surveys on licensing service.
  3. For correction of or access to personal data given in this form, please contact Licensing Officer (Miscellaneous)2 of Office of the Licensing Authority, Home Affairs Department at 2117 3031.
- \* Please delete whichever is inapplicable.

**【 Please attach this form together with your licence application forms to us for processing. 】**

## **Trade Promotion Competition Licence Additional Information Sheet**

### Notes to Applicants

When applying for a Trade Promotion Competition (“the Competition”) Licence, apart from completing the required forms, you should also submit this additional information sheet which is essential for processing your application. Please complete the following and put a tick (✓) in each of the boxes where applicable.

I, \_\_\_\_\_ (name of applicant, as shown on HKID Card), holder of HKID Card no. \_\_\_\_\_ (\_\_\_\_), of \_\_\_\_\_ (name of company) would like to certify the following :- *(Note #: No. 2, 3 and 5 are licence conditions.)*

1.  My company is the **sole organizer** of the Competition.
- The Competition is a joint promotion event of my company and \_\_\_\_\_ (name of company). The two companies have each submitted an application and the supporting documents.
- My company is appointed by \_\_\_\_\_ (name of overseas company with no branch office in Hong Kong to be responsible for organising the Competition.) The **original copy** of authorization letter issued by the said overseas company is attached with this application.
- # 2.  All the prizes for the Competition (Item 9 of Form 4) are not redeemable for cash.
- # 3.  All participants of the Competition need not pay any entry fee.
4.  My company will ensure sufficient lucky draw tickets/cards/forms for giving out to participants throughout the entire period of the Competition.
- # 5.  All advertising in respect of the Competition (**including lucky draw tickets, collection boxes, publicity homepage and registration page layout**) will state the licence number as follows:  
“Trade Promotion Competition Licence No. \_\_\_\_\_”
6.  The competition, publicity and prizes do not contain any gambling, sex and violence elements.
7.  My company will / will not\* use the name\* / logo\* / mascot\* / website\* / poster\*, etc. in the Competition, which does/do not belong to my company. If affirmative, my company has obtained agreement from the relevant authorities. (\* Please delete whichever is inapplicable.)
8.  My company will / will not\* collect personal data during the Competition. If affirmative, my company will ensure that all personal data involved during the Competition will be collected, handled and destroyed in accordance with the Personal Data (Privacy) Ordinance (Cap. 486). (\* Please delete whichever is inapplicable.) (Note: Please refer to Q10 in Chapter V.)
- The Competition will / will not\* collect the first \_\_\_\_\_ digits of the participants’ HKID Card number. (\* Please delete whichever is inapplicable.)

9.  The Competition will be organized through the Internet. The full website address is \_\_\_\_\_.
10.  The method of determining winners in the Competition will be conducted on a fully random basis, and all the entries entitle equal chance of winning.
- Will each participant win one prize only?  
 Yes (Please state in the terms and conditions of the Competition)  No
- Will only single receipts be accepted?  
 Yes (Please state in the terms and conditions of the Competition)  
 No, can combine receipts
- Will winners be required to produce original copy of registered receipts when collecting prizes?  
 Yes (Please state in the terms and conditions of the Competition)  No
- Our employees can participate in the Competition. My company will ensure that they are subject to same winning chance as our customers.
- The Competition will collect participants' information through different methods, but the same entry will be counted once only. My company will ensure equal winning chance for all participants by removing all duplicate entries before drawing the winners. Collection methods include: (*Note: Please refer to Q8 in Chapter V.*)
- Post (Postmark date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_. Please state in the terms and conditions of the Competition.)
- Facsimile (Fax. No.: \_\_\_\_\_)
- Telephone (Tel. No.: \_\_\_\_\_)
- Mobile Phone Message (Tel. No.: \_\_\_\_\_)
- Website registration
- Application registration
- Email registration
- The Competition will have more than one round and will be\* / will not be\* conducted on a cumulative basis. (*\* Please delete whichever is inapplicable.*) (*Note: Please refer to Chapter V.*)  
Cumulative method: \_\_\_\_\_
- There will be a list of reserved winners, to be determined also on the draw date.
11.  The Competition is an instant-win game. My company will ensure sufficient prizes throughout the entire period of the Competition. There will be no prize quotas, and all winners will get the prizes they won but not any substitutes throughout the entire period of the Competition.
- (A) Drawing balls from a box
- We have explained as per attached the colours of the balls and the corresponding prizes as well as the number of balls of each colour in the box.
- Number of non-winning balls: \_\_\_\_\_
- The number of balls of each colour in the box will remain the same throughout the entire Competition, and the ball(s) drawn will be put back into the box before the next draw. (*Note : This is to ensure that the winning probabilities will remain the same for all participants throughout the entire period of the Competition.*)

(B) Roulette wheel

- We have attached a table to explain the colours (or numbers, words, signs) and the corresponding prizes as well as the design of the roulette wheel.
- The number and angle of slots of each colour (or number, word, sign) on the roulette wheel will remain the same throughout the entire Competition.
- There will be pins to ensure that the pointer will not rest in the middle of two slots.

(C) Instant-win game cards/scratch cards

- We will ensure sufficient instant-win game cards/scratch cards for giving out to participants throughout the entire Competition.  
(*Note: No re-print of extra cards is allowed during the Competition.*)
- Number of non-winning game cards/scratch cards: \_\_\_\_\_

(D) Instant-win computer programme

- We have attached the screen captures of the computer game. The computer game is a simulation of drawing balls from a box\* / roulette wheel\* / scratch cards\*. (*\* Please select one and **also complete the relevant part of 11(A) to(C) above.***)
- We have explained as per attached the screen captures (or colours, numbers, words, signs) and the corresponding prizes.
- The number and ratio of each screen capture (or colour, number, word, sign) to be drawn will remain the same throughout the entire Competition.

12.  A credit card “Spending Credit” arranged with a bank is offered to the winner(s). The “Spending Credit” is subject to the following restrictions :-
- (i) The winner(s) cannot draw cash with the spending credit;
  - (ii) The spending credit cannot be used to settle any monetary obligations except for the purchase of goods and services; and
  - (iii) The spending credit cannot be used to settle any outstanding liability in credit card accounts accrued prior to the winning of the prize.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



This form should be submitted to Unit 2503-05, 25<sup>th</sup> Floor, AIA Tower, 183 Electric Road, North Point, Hong Kong. For application by post, please **affix sufficient stamp** to ensure delivery in order.

FORM 4

Application No. ....

GAMBLING REGULATIONS

To the public officer appointed by the Secretary for Home and Youth Affairs (“the public officer”)

APPLICATION FOR TRADE PROMOTION COMPETITION LICENCE

BEFORE completing this application READ the *Note* below.

I ..... hereby apply for a licence to organize and conduct a trade promotion competition.

In support of my application I attach Form .....  
(see Note 2 below)  
duly completed, together with the following particulars:

1. I am engaged in the trade or business of.....  
.....and  
my Business Registration No. is .....
2. The competition is in support of the promotion of .....  
.....  
(trade or business or the product to be sold)
3. Will your employees who are engaged in the trade or business be allowed to enter the competition? Yes/No.  
If “Yes” give details : .....
4. The period of the competition is from ..... to .....  
(date starting) (date finishing)
5. The premises from which the competition will be organized are situated at .....  
(address)  
.....  
and described as .....  
(name)
6. The nature of the competition will be .....  
.....  
(lucky numbers on packaged product, writing of a slogan)
7. The method of entry in the competition will be .....  
.....  
(purchase of a product, attendance at the premises)
8. The method of determining the winners in the competition will be by .....  
.....  
(draw by lot or ballot, vote or judging of entry)

**FORM 4**

(continue)

Application No. ....

9. The nature and value of the main prizes will be as follows :-

*Nature*

*Value*

.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

and together with the minor prizes, the total value of all the prizes is \$.....

10. The drawing or judging of the competition will be held on .....

at ..... by .....

11. The results of the competition will be advertised in .....

..... and in.....

**on** .....

(name 1 English and 1 Chinese newspaper)

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

Dated this ..... day of .....

.....  
(Signature)

- Note:*
1. You are advised to refer to section 22 of the Gambling Ordinance and the Gambling Regulations Cap. 148.
  2. If the application is on behalf of a company, complete Form 7. If the application is on behalf of a club or society in respect of which the Societies Ordinance (Cap. 151) applies, complete Form 8. If the application is not on behalf of a company or such a society or club, complete Form 6.
  3. You are warned that any material falsification or omission of information may result in the public officer's refusal to grant a licence.
  4. If the public officer decides to grant a licence, a fee of \$1,590 will be payable to the public officer upon such grant.

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This form should be submitted to Unit 2503-05, 25<sup>th</sup> Floor, AIA Tower, 183 Electric Road, North Point, Hong Kong. For application by post, please **affix sufficient stamp** to ensure delivery in order.

## FORM 6

In support of Application No. ....

### GAMBLING REGULATIONS

To the public officer appointed by the Secretary for Home and Youth Affairs (“the public officer”)

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BEFORE completing this form READ the *Note* below.

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1. Name of applicant .....
  2. Identity Card number .....
  3. Business Registration or Commercial Code number .....
  4. Telephone number .....
  5. Residential Address .....
  6. Date of Birth ..... - ..... - .....
  7. Place of Birth .....
  8. Nationality .....
  9. Give details of any other licences under the Gambling Ordinance for which application has previously been made .....
  10. Give details of any current licences under the Gambling Ordinance held by the applicant .....
  11. Give details of any previous experience of applicant in respect of the licence applied for .....
  12. Has the applicant ever been convicted of an offence?      Yes/No  
If "Yes", give details .....
- (court where convicted, date of conviction, offence and penalty)*
- .....
- .....

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

Dated this ..... day of ..... - .....

.....  
(Signature)

- 
- Note:*
1. Complete this form only if you are *not* making application on behalf of a company *or* on behalf of a club or society in respect of which the Societies Ordinance (Cap. 151) applies.
  2. You are warned that any material falsification or omission of information may result in the public officer's refusal to grant a licence.

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This form should be submitted to Unit 2503-05, 25<sup>th</sup> Floor, AIA Tower, 183 Electric Road, North Point, Hong Kong. For application by post, please **affix sufficient stamp** to ensure delivery in order.

**FORM 7**

In support of Application No. ....

**GAMBLING REGULATIONS**

To the public officer appointed by the Secretary for Home and Youth Affairs (“the public officer”)

BEFORE completing this form READ the *Note* below.

1. Full name of company .....
2. Type of company (Public, Private, Limited by share or guarantee) .....
3. Is the company incorporated in Hong Kong? Yes/No  
If "No", give details as to where it is incorporated. ....
4. Date of incorporation (attach a copy of the Memorandum of Association (if any) and Articles of Association) .....
5. Issued capital .....
6. Does the company hold an interest in any other company or undertakings? Yes/No  
If "Yes", give details .....
7. Give the names and addresses of any lenders, mortgagees, or others providing finance, with the full term of such loans.

Name	Address	Amount	Terms	Duration

8. Has a director, the secretary or a manager of the company ever been convicted of an offence? Yes/No  
If "Yes", give details (court where convicted, date of conviction, offence and penalty) .....
9. Has the company ever been the subject of a winding-up petition? Yes/No  
If "Yes", give details .....
10. Give the name and address of the auditors to the company .....
11. Give a list of all bank accounts held by the company .....

**FORM 7**

(continue)

In support of Application No. ....

12. Give details of the directors, managers and the company secretary.

Name	Address	Date of Birth	Nationality

13. Is the company a wholly or partly owned subsidiary of another company? Yes/No  
If "Yes", give details together with the same particulars as in questions 1 to 12 on a separate sheet in relation to the ultimate controlling company.

14. Give details of any other licences under the Gambling Ordinance for which application has previously been made .....

15. Give details of any current licences under the Gambling Ordinance held by the company .....

16. Give details of any previous experience of the company in respect of the licence applied for .....

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

Dated this ..... day of.....

.....  
(Signature)

Position in Company .....

- 
- Note:* 1. Complete this form only if you are making application on behalf of a company.  
2. You are warned that any material falsification or omission of information may result in the public officer's refusal to grant a licence.

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This form should be submitted to Unit 2503-05, 25<sup>th</sup> Floor, AIA Tower, 183 Electric Road, North Point, Hong Kong. For application by post, please **affix sufficient stamp** to ensure delivery in order.

## FORM 8

In support of Application No. ....

### GAMBLING REGULATIONS

To the public officer appointed by the Secretary for Home and Youth Affairs (“the public officer”)

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BEFORE completing this form READ the *Note* below.

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1. Name of society or club .....
2. Type of society or club and objects .....(sports, social)
3. Date society or club formed .....  
(attach a copy of the Club Rules or Constitution)

4. Give details of the following persons involved in the administration of the society or club—

	<u>Name</u>	<u>Address</u>
President/Chairman	.....	.....
Secretary	.....	.....
Treasurer	.....	.....
Accountant/Auditor	.....	.....

5. Has an officer of or any person involved in the administration of the club or society ever been convicted of an offence?  
Yes/No  
If "Yes", give details. (Court where convicted, date of conviction, offence and penalty)

.....

6. Give a list of the current assets under the control of the club or society and value thereof.

<u>Asset</u>	<u>Value</u>
.....	.....
.....	.....

7. Give details of any other licences under the Gambling Ordinance for which application has previously been made .....

.....

8. Give details of any current licences under the Gambling Ordinance held by the club or society. ....

.....

9. Give details of any previous experience of applicant in respect of the licence applied for .....

.....

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

Dated this ..... day of .....

.....  
(Signature)

Position in the club or society .....

- 
- Note:*
1. Complete this form only if you are making application on behalf of a club or society.
  2. You are warned that any material falsification or omission of information may result in the public officer's refusal to grant a licence.