



本署檔號 Our Ref. (57) in HAD/LA/ELT/AGC/CIRCULA/1  
來函檔號 Your Ref.  
電話 Tel : (Enquiry) 2594 5808 or 2594 5818  
傳真 Fax : 2511 3860

14 January 2015

To: All Amusement Game Centre Licensees

**Licence Condition Nos. 3, 4 and 8 of  
Amusement Game Centre Licence relating to**

- (a) Transfer of Licence
  - (b) Appointment of Agent
  - (c) Application for a change of layout plan
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This letter serves to remind all licensees of Amusement Game Centre to seek the prior approval of the Office of the Licensing Authority (OLA) for the captioned matters by submitting the required application forms in order to comply with the licence conditions below –

- (a) under **Condition No. 3** of the Amusement Game Centre (AGC) Licence, the licensee shall not transfer his licence to another person except as provided in section 6 of the AGC Ordinance. Licence holders are reminded to submit application for transfer of licence and obtain our approval **before** the change of licence holders or the change of holding body corporate/partnerships. All such applications for changes should be made by completing Forms T, T-3, Ta and Tb.
- (b) under **Condition No. 4** of the AGC Licence, it is the licensee's responsibility to report to OLA, within 7 days from the date of appointment, any person newly appointed as an agent to manage the centre, by filling in the written delegation Form T-5 and return it to OLA either by hand or by post to the following address:

Office of the Licensing Authority  
Home Affairs Department  
Room 915, 9/F, Revenue Tower,  
5 Gloucester Road, Wanchai, Hong Kong

And, a copy of the completed written delegation Form T-5 shall also be kept in the premises concerned for inspection.

- (c) under **Condition No. 8** of the AGC Licence, the AGC premises shall be operated in strict accordance with the layout plan approved by the public officer appointed by the Secretary for Home Affairs. Application for a change of the layout plan is not required provided :
- (i) the size of a new machine does not exceed that of the one to be replaced in situ;
  - (ii) there is no change in the total number of machines/devices in the premises;
  - (iii) there is no structural alterations to the premises;
  - (iv) there is no alterations to means of escape; and
  - (v) no machines requiring endorsement of Electrical and Mechanical Services Department are involved.

Licence holders are therefore reminded to submit application (with completed Form T-2 and revised layout plan) to OLA for approval before a change of the approved layout.

Detailed application procedures and relevant application forms can be obtained at the counter of OLA or downloadable from the following website: <http://www.hadla.gov.hk/el/en/forms/index.html>. In case of enquiries about this letter, please feel free to contact the subject Licensing Officers at:-

For matters (a) – Tel: 2594 5813; or 2594 5823  
For matters (b) & (c) – Tel: 2594 5808; or 2594 5818

Yours faithfully,

(Signed)

(Vincent S L WAN)  
for Chief Officer (Licensing Authority)  
Office of the Licensing Authority

c.c. Licensed Amusement Game Centres Trade Association Limited  
Commissioner of Police (Attn: SP (Licensing Office))