

民政事務總署

牌照事務處
香港鯉魚涌英皇道九七九號
太古坊康和大廈十四樓



HOME AFFAIRS DEPARTMENT

OFFICE OF THE LICENSING AUTHORITY
14th Floor, Cornwall House, Taikoo Place
979 King's Road
Quarry Bay
Hong Kong

本署檔號 Our Ref. HAD/LA/1/2 Pt. IX

來函檔號 Your Ref.

電話 Tel.: 2881 7034

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1 February 2011

All Hotel/Guesthouse Licence Holders

Dear Sir/Madam,

Hotel and Guesthouse Accommodation Ordinance, Cap. 349
Application for Licence with Validity Period exceeding 12 Months
A Layman's Guide to Licence Applications

I am writing to inform you of the following requirements for issuance, renewal or transfer of a licence with validity period exceeding 12 months under sections 8, 9(1) and 12 of the Hotel and Guesthouse Accommodation Ordinance, Cap. 349 (the Ordinance) :

- (a) the applicant (in case of new licence or renewal application)/proposed transferee should, as a licensee, have been managing hotel(s)/guesthouse(s) with licence issued under the Ordinance for the 12 months preceding the date of the application.
- (b) the applicant (in case of new licence or renewal application)/proposed transferee should NOT have committed any breach of licensing condition in any hotels/guesthouses with licence issued under the Ordinance, which had been/have been under his supervision for the 12 months preceding the date of the application.
- (c) the applicant (in case of new licence or renewal application)/proposed transferee should NOT have been convicted of any offence against the Ordinance in respect of any of his hotels/guesthouses for the 36 months preceding the date of the application.
- (d) the applicant (in case of new licence or renewal application)/proposed transferee should NOT have been convicted of an offence against sections 5, 21(1)(b) or 21(3)(b) of the Ordinance for operating, keeping, managing or having control of an unlicensed guesthouse.

In this connection, please disregard the reminder in your licence. Please note that the relevant updated application forms can be downloaded from the website www.hadla.gov.hk or obtained from the Office of the Licensing Authority at 14/F, Cornwall House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong.

You may wish to note that "A Layman's Guide to Licence Applications under the Hotel and Guesthouse Accommodation Ordinance (Chapter 349)" has been updated. It can be downloaded from the website www.hadla.gov.hk or obtained from the Office of the Licensing Authority.

Should you have any enquiries regarding the above, please contact our Mr. M. L. KWONG at 2881 7746.

Yours faithfully,

(T. C. YU)

Chief Officer (Licensing Authority)
Office of the Licensing Authority