

民政事務總署  
牌照事務處  
香港銅鑼灣軒尼詩道五百號  
興利中心東翼七樓



HOME AFFAIRS DEPARTMENT  
OFFICE OF THE LICENSING AUTHORITY  
7th Floor, East Wing, Hennessy Centre  
500 Hennessy Road  
Causeway Bay  
Hong Kong

本署檔號 Our Ref. (154) in HAD/LA/1/2/1 Pt.VII

來函檔號 Your Ref.

電話 Tel.: 2881 7016

24<sup>th</sup> August 2006

傳真 Fax: 2894 8343

Distribution  
(Certificate of Compliance Holder  
of all licensed clubs)

Dear Sir/Madam,

**Clubs (Safety of Premises) Ordinance, Cap. 376 ("the Ordinance")**


This is to announce for general information that with effect from 1<sup>st</sup> September 2006, this office will not accept any application for new issue/transfer/renewal of Certificate of Compliance under the Ordinance if the following documents/information to substantiate that the club is to be operated as a club under the Ordinance are not submitted to this office together with the relevant application form and the documents as required in the application form:-

1. (A) If the applicant/proposed transferee/certificate holder is an individual
  - (i) A declared true statement made by the applicant/proposed transferee/certificate holder as to the constitution made for the purpose of the club. Such constitution shall contain details showing that the club is to be operated as a club under the Ordinance for the purpose of the business declared in the application form.
  - (ii) A declared true statement made by the applicant/proposed transferee/certificate holder as to the criteria and procedure for recruitment of members to the club and such criteria and procedure shall tally with the objective as provided in the constitution of the club.
- (B) If the applicant/proposed transferee/certificate holder is a limited company
  - (i) Certified true copy of the Memorandum and Articles of Association of the applicant/proposed transferee/certificate holder and a declared statement showing that the applicant/proposed transferee/certificate holder has power to carry on any club business for the purpose of the Ordinance;
  - (ii) Certified true copy of the resolution in writing by the Board of Directors of the applicant/proposed transferee/certificate holder showing the details of the person ("the authorized person") who has been authorized by the applicant to exercise on its behalf the continuous and personal supervision of the operation, keeping, management and any other control of the club (including the club-house);

- (iii) Notice of Acceptance of the Authorization made by the authorized person;
  - (iv) Certified true copy of the resolution in writing by the Board of Directors of the applicant/proposed transferee/certificate holder approving the constitution made for the purpose of the club. Such constitution shall contain details showing that the club is operated as a club under the Ordinance for the purpose of the business declared in its application form.
  - (v) Certified true copy of the constitution of the club as mentioned in paragraph (iv) above;
  - (vi) A declared true statement made by the applicant/proposed transferee/certificate holder or the authorized person as to the criteria and procedure for recruitment of members to the club and such criteria and procedure shall tally with the objective as provided in the constitution of the club.
2. A declared true statement made by the applicant/proposed transferee/certificate holder or the authorized person to:-
- (i) confirm the club-house will only be used by the club and its members at all times; or
  - (ii) specify the time that the club-house will only be used by the club and its members.

For applications for new issue/renewal of Certificate of Compliance submitted on or before 31<sup>st</sup> August 2006, the applicant is required to submit the above documents/information to this office within three months from the date on which the application was submitted. Otherwise, this office will not process the application and no Certificate of Compliance will be issued or this office may refuse to renew the Certificate of Compliance under s.10 of the Ordinance.

Yours faithfully,



(TANG Hung-ki)  
for Secretary for Home Affairs