



Guidelines for Management Staff of Hotels/Guesthouses

Management staff of hotels/guesthouses should pay attention to the following matters –

- (a) A valid licence or a certified true copy of the licence issued by the Hotel and Guesthouse Accommodation Authority (the Authority) should be displayed in a prominent position in the licensed premises and the corresponding registered drawings should be ready available for checking at all times;
- (b) Be alert on existence or validity of a valid licence¹ of the hotel/guesthouse through checking on the website of the Office of the Licensing Authority;
- (c) Be aware of the continuous and personal supervision on the operation, keeping, management and other control of the hotel/guesthouse by the licence holder;
- (d) A 24-hour reception counter should be maintained with the name(s) of the management staff displayed in a prominent position in the licensed premises;
- (e) A third party risks insurance (public liability insurance) policy with a minimum limit of indemnity of HK\$10 million per event and cover for unlimited events for any one period of insurance should be provided in respect of the licensed premises and maintained during the entire licensing period. Copy of the insurance proof (e.g. the valid third party risks insurance policy, certificate of insurance, etc) shall be ready available for checking at all times;
- (f) No alteration, amendment or change in the layout of the licensed premises with reference to the registered drawing registered except with prior written permission by the Authority; and
- (g) Full compliance on the licensing conditions as imposed in the licence during the entire licensing period.

Office of the Licensing Authority
Home Affairs Department
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¹ In accordance with the Hotel and Guesthouse Accommodation Ordinance (the Ordinance), any person, owner or tenant who on any occasion operates, keeps, manages or otherwise has control of a hotel/guesthouse without a valid licence under the Ordinance commits an offence and is liable on conviction to a maximum fine of \$500,000 and to imprisonment for 3 years and, in the case of a continuing offence, to a further fine of \$20,000 for every day during which the offence continues.