



本署檔號 Our Ref. HAD/LA/15/2-80/2C
電話 Tel.: 3620 3062
傳真 Fax: 2894 8343

19 April 2021

To: All Holiday Camp Licensees or Responsible Persons
All Club Certificate of Compliance (CoC) Holders or Responsible Persons

Dear Sir/Madam,

Registration on Air Change / Installation of Air Purifier in Catering Premises

I refer to my letter dated 23 March 2021 regarding the latest directions and specifications under the Prevention and Control of Disease (Requirements and Directions) (Business and Premises) Regulation (Cap. 599F), please be reminded again that all premises with catering business is required to enhance the air ventilation in the premises to a minimum level of six air changes per hour, and if this could not be achieved, appropriate air purifier(s) should be installed as an alternative, by end of April and register on the designated webpage launched by the Food and Environmental Hygiene Department (FEHD) by 30 April 2021.

2. To facilitate licence/ CoC holders to make necessary arrangement to meet the latest requirements, you are reminded to fill in all required information in the webpage, particularly the licence number for easy identification. Depends on individual circumstances, extension of time may be given with reasonable justifications in respect of the following:-

- (i) Extra time is required to complete the required air-conditioning/ ventilation system improvement works with documentary proof of the appointment of contractor/ purchase of related service order, works programme of the improvement works, etc.;
- (ii) A delay in the delivery of air-purifier(s) with documentary proof of the purchase order/ invoice/ supplier's letter, etc.; or
- (iii) Other reasonable justifications relating to difficulties beyond the control of the catering premises.

3. If you wish to apply for an extension of time, please complete and return the attached reply slip with all the necessary supporting documents to the Office of the Licensing Authority **on or before 30 April 2021** for consideration. You are reminded that applications submitted after the aforesaid date may not be considered.

4. For enquiry on detailed requirements of the above air change or air purifier under Cap. 599F, please directly contact FEHD. For other enquiry, please contact the Office of the Licensing Authority at 3620 3062.

Yours faithfully,

(Signed)

(Ms LAW Pui-sze, Anny)
Acting Chief Officer (Licensing Authority)
Office of the Licensing Authority

REPLY SLIP

HOME AFFAIRS DEPARTMENT
OFFICE OF THE LICENSING AUTHORITY
10th Floor, 14 Taikoo Wan Road
Taikoo Shing, Hong Kong

By Facsimile & By Post
(Fax no.: 2894 8343)

Dear Sir/Madam,

**Application for Extension of time in
Registration on Air Change/ Installation of Air Purifier
in Catering Premises**

I, _____ (*name of licence/Certificate of Compliance(CoC) holder/ authorised signature of licence/CoC holder*), is the licence/CoC holder/ authorized signature of licence/CoC holder* of _____ (*name of holiday camp/ club premises*) (Licence/CoC No. _____), am writing to apply for extension of time to meet the latest requirements under the Prevention and Control of Disease (Requirements and Directions) (Business and Premises) Regulation (Cap. 599F) in compliance on the air change or air purifier requirements in premise with catering business to _____ (*completion date*) due to the following reason, with relevant supporting documents attached, for your consideration:

- A delay in the delivery of air-purifier(s) **with purchase order/ invoice/ supplier's letter, etc. attached** as proof.
- Extra time is required to complete the required air-conditioning/ ventilation system improvement works **with contractor's letter/ service order/ works programme, etc. attached** as proof.
- Other reasonable justifications relating to difficulties beyond the control of the catering premises **with relevant documentary proof attached.**

Yours faithfully,

(Name & Signature of Licence/CoC Holder/ Authorised Signature)

(Name of Guesthouse (Holiday Camp)/ Club Premises)

(Date)