



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 Hotel Licensees 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. You attention is drawn to the following on the registration procedures:-
  - (i) For any premises with catering business inside the hotel subject to a licence issued by the FEHD, registration should be completed on the webpage designated for licensed restaurants issued by FEHD at <https://www.fehd.gov.hk/english/licensing/CateringPremisesAir.html> with FEHD's licence no. quoted;
  - (ii) For any premises with catering business inside the hotel subject to a Certificate of Compliance (CoC) for Club issued by the Office of Licensing Authority (the Authority), please remember to quote the CoC number of the club during registration in the webpage designated for catering premises NOT covered by Food Business Licence issued by FEHD at <https://www.fehd.gov.hk/english/licensing/CanteenAir.html>;
  - (iii) For any premises provided with catering business inside the hotel which neither covered in items (i) or (ii) above, the licence number of the hotel should be quoted during registration in the webpage designated for catering premises NOT covered by Food Business Licence issued by FEHD at <https://www.fehd.gov.hk/english/licensing/CanteenAir.html>.
3. To facilitate licence holders to make necessary arrangement to meet the latest requirements, 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.

4. 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 Authority **on or before 30 April 2021** for consideration. You are reminded that applications submitted after the aforesaid date may not be considered.

5. 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**

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I, \_\_\_\_\_ (*name of licence holder/ authorised signature of licence holder*), is the licence holder/ authorized signature of licence holder\* of \_\_\_\_\_ (*name of hotel*) (Licence 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 Holder/ Authorised Signature)

\_\_\_\_\_  
(Name of Hotel)

\_\_\_\_\_  
(Date)

\* delete as appropriate