



本署檔號 Our Ref. () in HAD/LA/4-60/5
來函檔號 Your Ref.

電話 Tel.: 2881 7035
傳真 Fax: 2894 8343

25 September 2019

Licencees of Hotel/Guesthouse,

The Financial Secretary announced on 15 August 2019 a package of measures to support enterprises, safeguard jobs and relieve people's financial burden, including waiving licence fees for hotels and guesthouses for 12 months. Details of the arrangement are set out as below –

- (a) 12-month licence fees payable in respect of hotel and guesthouse licences issued or renewed during the concession period (i.e. 1 October 2019 to 30 September 2020) will be waived;
- (b) For those licence holders with their licences issued or renewed with the prescribed fees settled before the concession period –
 - if the licence expires after the concession period, the Office of the Licensing Authority (OLA) under the Home Affairs Department will arrange refund to the licence holder. Upon receipt of the refund application, the OLA will refund the licence fees, on a pro-rata basis, to the licence holder.
 - if the licence expires within the concession period, no refund will be arranged for the licence holder. Instead, the holders of these licences will enjoy the waiver of licence fees, on a pro-rata basis, upon their submission of renewal application for licence in the course of the concession period.

Since your licence will expire within the concession period, you will enjoy the waiver of 12-month licence fees if your licence is renewed within the concession period.

If you have any enquiries, please contact staff of this office at 2881 7034.

Yours sincerely,

(SIGNED)

(Miss Maple CHAN)
for Hotel and Guesthouse Accommodation Authority



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旅館牌照持牌人：

財政司司長在二零一九年八月十五日宣布一系列措施，以撐企業、保就業，以及減輕市民的生活負擔，其中包括豁免旅館十二個月的牌照費用。詳情如下：

- (a) 於牌照費用寬免期間(即二零一九年十月一日至二零二零年九月三十日) (“寬免期”) 獲發或續領旅館牌照的人士，可獲寬免十二個月的應繳牌費；
- (b) 就在寬免期前已獲發牌照或續牌、並已繳交牌照費的持牌人：
- 如牌照的有效期在寬免期後屆滿，民政事務總署轄下的牌照事務處(牌照處) 會為持牌人安排退款。在接獲持牌人的退款申請後，牌照處會按比例向持牌人退回牌費。
 - 如牌照的有效期在寬免期內屆滿，持牌人將不會獲退款。有關持牌人如在寬免期內申請續領牌照，則可獲按比例豁免有關牌費。

由於你的牌照有效期在寬免期內屆滿，因此如你在寬免期內申請續領牌照，則可獲寬免十二個月牌費。

如有查詢，請致電 2881 7034 向本處職員聯絡。

旅館業監督

(簽署)

(陳健梅 代行)

二零一九年九月二十五日



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電話 Tel.: 2881 7035
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[For Licensees of Hotel/Guesthouse Eligible for Refund]

25 September 2019

Dear Sir/Madam,

The Financial Secretary announced on 15 August 2019 a package of measures to support enterprises, safeguard jobs and relieve people's financial burden, including waiving licence fees for hotels and guesthouses for 12 months. Details of the arrangement are set out as below –

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 - if the licence expires within the concession period, no refund will be arranged for the licence holder. Instead, the holders of these licences will enjoy the waiver of licence fees, on a pro-rata basis, upon their submission of renewal application for licence in the course of the concession period.

Since your licence will expire after the concession period, you are eligible for the refund of licence fees on a pro-rata basis. Please complete the attached application form and return the **original copy** to the OLA (Address: 10th Floor, 14 Taikoo Wan Road, Taikoo Shing) as soon as possible. Please note that **any application received after 6:00 p.m. of 30 September 2020 will not be entertained** (according to postmark).

If you have any enquiries, please contact staff of this office at 2881 7034.

Yours sincerely,

(SIGNED)

(Miss Maple CHAN)
for Hotel and Guesthouse Accommodation Authority



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[致符合退回牌費資格的旅館持牌人]

先生／女士：

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由於你的牌照有效期在寬免期後才屆滿，因此你可獲按比例退回牌費。請即填妥隨函附上的申請表格，並盡快將申請表格正本交回牌照處(地址：香港太古城太古灣道 14 號十樓)。請注意，於二零二零年九月三十日下午六時後遞交的申請將不獲受理(郵戳為憑)。

如有查詢，請致電 2881 7034 向本處職員聯絡。

旅館業監督

(簽署)

(陳健梅 代行)

二零一九年九月二十五日