



本署檔號 Our Ref. HAD/LA/1/2 Pt. X

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24 May 2012

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To all hotel/guesthouse licence holders/ applicants

Dear Sir/Madam,

**Hotel and Guesthouse Accommodation Ordinance (Cap. 349)
Licence with Validity Period exceeding 12 Months**

Further to my letter of 1 February 2011 regarding the captioned issue, I am writing to remind you that the Hotel and Guesthouse Accommodation Authority (the Authority) will consider applications related to a licence for a period exceeding 12 months under section 8, 9(1) and 12 of the Hotel and Guesthouse Accommodation Ordinance (Cap. 349)(the Ordinance) on a case by case basis. You may wish to note that the Authority will take into account the applicant's latest records in complying with the Ordinance before making a determination under the Ordinance.

When making an application, the applicant (in case of new licence or renewal application) and proposed transferee should have a good record which has been updated as follows :-

- (a) has been a licensee to supervise the operation, keeping, management and control of licensed hotel(s)/guesthouse(s) in accordance with the Ordinance for the 12 months preceding the date of the application.
- (b) has NOT breached any licensing condition of any hotel/guesthouse for the 12 months preceding the date of the application.
- (c) has NOT been convicted of any offence against the Ordinance for the 36 months preceding the date of the application.
- (d) has NOT been convicted of an offence against sections 5, 21(1)(b) or 21(3)(b) of the Ordinance for operating, keeping, managing or having control of an unlicensed hotel/ guesthouse.

For items(a) and (b) above, if an applicant submits renewal application 3 months before the expiry date of his/her current licence in accordance with section 9 of the Ordinance, the application will still be processed. However, the issue of a licence for a period exceeding 12 months will be considered after ascertaining that the applicant has a good record of 12 months preceding the expiration of the current licence. For the conviction record in items (c) and (d), it refers to such offence committed after 1 February 2011.

You may wish to note that updated application forms can be downloaded from the website www.hadla.gov.hk or obtained from the Office of the Licensing Authority at 14/F, Cornwall House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong.

Should you have any enquiries regarding the above, please contact our Mr. T.C. HAU at 2881 7746.

Yours faithfully,

Signed

(T.C. YU)
Chief Officer (Licensing Authority)
Office of the Licensing Authority