

Implementation of the Display of Guesthouse Logo Administrative Details in Obtaining/Returning the Logo

The followings are the administrative details in obtaining and returning the logos –

(a) *Issue of New Licence*

The logos will be issued to the licence holder upon issue of the new licence.

(b) *Renewal of Licence*

In respect of a licence being renewed, the logos will be issued to the licence holder upon issue of the renewed licence. The logos corresponding to the "old" licence are not required to return to OLA for cancellation.

On cases where renewal applications are submitted in accordance with section 9(1) but without being renewed before expiry, a letter will be issued to the licence holder 7 days before expiry for displaying so as to let members of the public know that the licence is protected under section 9(1) and still valid.

(c) *Transfer of Licence*

In respect of a licence to be transferred, the licence holder is not required to return the corresponding logos unless amendment of the information in the logos is required.

2. For replacement of the logo due to damage or amendment of information in the logo, the operator has to return the corresponding logo to OLA for cancellation. OLA will then issue a new logo to him/her within three working days.

3. Request for replacement of the logo due to loss will be entertained if the licence holder produces a lost property report from the Police.