



本署檔號 Our Ref. ( ) in HAD/LA/15/3-80/6C  
來函檔號 Your Ref.

電話 Tel.: 2881 7018  
傳真 Fax: 2894 8343

<<Name of Licensee of Guesthouse >>  
<<Correspondence Address of Licensee of Guesthouse>>

21 February 2020

## Anti-epidemic Fund “Licensed Guesthouses Subsidy Scheme”

**Guesthouse Licence No.:**

**Name of Guesthouse:**

**Guesthouse Address:**

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The Government established the Anti-epidemic Fund to launch a series of schemes to combat the novel coronavirus virus and to provide timely assistance or relief to enterprises and members of the public. The “Licensed Guesthouses Subsidy Scheme” (the Scheme) under the fund provides subsidies to eligible guesthouse. For each guesthouse with one to five licensed guestrooms, a one-off subsidy of \$50,000 will be provided. For those with six or more licensed guestrooms, the amount of the one-off subsidy is \$80,000.

2. According to records, your guesthouse is eligible to join the Scheme by registration. For details, please refer to the attached Licensed Guesthouse Subsidy Scheme – Guide to Registration. The major points are set out below.

### Registration period

3. Guesthouses must submit the registration form with the required document to the Office of the Licensing Authority (OLA) under the Home Affairs Department between 21 February 2020 and 20 March 2020 (both dates inclusive). **Late submission of registration form will not be accepted.** For registrations submitted by post, the postmark will be taken as the date of submission.

## **Registration procedure**

4. Guesthouse may complete the “Licensed Guesthouses Subsidy Scheme” Registration Form (attached in this letter) and submit together with documentary proof of bank account (e.g. a copy of first page of bank book or bank statement, which should clearly shows the name of bank, name of bank account and account number) to the OLA by post or in person. Registration form is also available for download at OLA website ( [www.hadla.gov.hk](http://www.hadla.gov.hk) ) or collection from its office.

5. If a guesthouse submits the registration form by fax or email (please see paragraph 8 for contact details), it has to submit the original registration form afterwards. The OLA will verify the original registration form before arranging payment.

6. The name of the guesthouse licence holder’s bank account must tally with that in the guesthouse licence, otherwise the OLA may require supplementary information from the guesthouse licence holder for verification. If the guesthouse licence holder is unable to provide the required information, it will not be granted the subsidy.

## **Disbursement of subsidy**

7. The OLA will arrange to disburse the subsidy through direct transfer to the designated bank account of eligible guesthouse licence holders, and to inform them of such through letters/emails (if available).

## **Enquiry**

8. For enquiry, please contact the OLA:

Email:	<a href="mailto:hadlaenq@had.gov.hk">hadlaenq@had.gov.hk</a>
Telephone:	3107 3021
Fax:	2894 8343
Address:	10th Floor, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong

Yours sincerely,

(SIGNED)  
(Mrs Alison WONG)  
for Director of Home Affairs

**Licensed Guesthouses Subsidy Scheme**  
**Guide to Registration**  
**(Registration period: 21 February 2020 to 20 March 2020)**

**Introduction**

The Government established the Anti-epidemic Fund, and the Licensed Guesthouses Subsidy Scheme under the Fund provides subsidies to guesthouses. Each eligible guesthouse:

- (a) with 1 to 5 licensed guestrooms: may receive a one-off subsidy of \$50,000;
- (b) with 6 or more licensed guestrooms: may receive a one-off subsidy of \$80,000.

**Eligibility**

- 2. Guesthouses must fulfill the following two criteria:
  - (a) it held a valid guesthouse licence issued under the Hotel and Guesthouse Accommodation Ordinance (i.e. any of the three types of guesthouse licences, namely “guesthouse (general)”, “guesthouse (holiday flat)” and “guesthouse (holiday camp)”) as at 21 February 2020; and
  - (b) it continues to hold a valid guesthouse licence when the subsidy is disbursed to it by the Government.

**Registration period and procedures**

**Registration period**

- 3. Guesthouse must submit the registration form with the required document to the Office of the Licensing Authority (OLA) under the Home Affairs Department between 21 February 2020 and 20 March 2020 (both dates inclusive). **Late submission of registration forms will not be accepted.** For registrations submitted by post, the postmark date will be taken as the date of submission.

### Registration procedure

4. Guesthouse may download the registration form on the OLA's website ([www.hadla.gov.hk](http://www.hadla.gov.hk)) or obtain it from its office. Completed registration forms should be submitted together with the documentary proof of bank account (e.g. a copy of first page of the bank book or bank statement, which should clearly shows the name of bank, name of bank account holder and account number) to the OLA by post or in person.

5. If a guesthouse submits the registration form by fax or email (please see paragraph 8 for contact details), it has to submit the original registration form afterwards. The OLA will verify the original registration form before arranging payment.

6. The name of the guesthouse licence holder's bank account must tally with that in the guesthouse licence, otherwise the OLA may require supplementary information from the guesthouse licence holder for verification. If the guesthouse licence holder is unable to provide the required information, it will not be granted the subsidy.

### Disbursement of subsidy

7. The OLA will arrange to disburse the subsidy through direct transfer to the designated bank account of eligible guesthouse licence holders, and to inform them of such through letters/emails (if available).

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**持牌賓館資助計劃**  
**Licensed Guesthouses Subsidy Scheme**  
**- 登記表格 Registration Form -**

**1. 賓館牌照號碼 Guesthouse Licence Number**

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**2. 賓館牌照持有人銀行戶口資料 Guesthouse Licensee's Bank Account Details**

銀行名稱 Name of Bank:
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賬戶名稱 Name of Bank Account:
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(銀行賬戶名稱需與賓館牌照相同 The name of the bank account should tally with that in the guesthouse licence)

賬戶號碼 Bank Account Number: (按銀行月結單或存摺所示 As per bank statement or passbook)																	
			-														

銀行編號 Bank code

分行編號及帳戶號碼 Branch code and Account number

**3. 賓館內獲發牌客房數目 No. of licensed guestrooms in the guesthouse :**

5 間或以下 five or less ☐ 6 間或以上 six or more ☐

**4. 聲明 Declaration**

- (a) 本人（即本表格簽署人）聲明本人為本表格第 1 部分所示的賓館（下稱「該賓館」）的獲授權人士。  
I, the signatory of this Form, declare that I am the authorised person of the guesthouse as specified in Part 1 of this Form ("the guesthouse").
- (b) 本人現代表該賓館聲明，本人已仔細閱讀「持牌賓館資助計劃（下稱「該計劃」）- 登記指引」以及本登記表格的所有部分，並完全明白其中內容及同意遵守當中的所有條款及細則。  
On behalf of the guesthouse, I now declare that I have carefully read all sections of the "Licensed Guesthouses Subsidy Scheme ("the Scheme") - Guide to Registration" and this registration form and fully understand the contents thereof and agree to comply with the terms and conditions of the above documents.
- (c) 本人已閱讀以下「收集個人資料的聲明」及完全明白其內容。  
I have read the following "Personal Information Collection Statement" and fully understand its content.

**收集個人資料的聲明 Personal Information Collection Statement**

收集資料的目的：香港特別行政區政府（下稱「政府」）及其代理人會就該計劃使用本表格內及附交的資料（下稱「資料」），作下列一項或多項用途或作其他直接有關的用途：

**Purpose of Collection:** The data provided in and attached to this Form ("the Data") in respect of the Scheme, will be used by the Government of the Hong Kong Special Administrative Region ("the Government") and its agents for one or more of the following purposes and any directly related purpose:

- 在該計劃下辦理登記及領取款項事宜（如適用），並在有需要時就與該計劃有關的事宜聯絡你；  
to process registration and payment (if applicable) under the Scheme and if required, to communicate with you for matters relating to the Scheme;
- 執行該計劃，包括但不限於發放相關款項；及  
to administer the Scheme, including but not limited to effecting payment; and
- 作法律規定、授權或准許的用途。  
any other purposes as may be required, authorised or permitted by law.

提供的資料純屬自願，但你如果沒有提供足夠和正確的資料，有關登記可能無法處理。

It is voluntary for you to supply the Data but if you fail to supply any of the data required by this Form, the registration may not be processed.

**資料轉交的類別：**你所提供的資料，或會向相關的政府政策局和部門及其代理人、銀行及資料的其他承轉人或其他參與該計劃的行政及運作的各方披露。

**Classes of Transferees:** The Data you provide may be disclosed to relevant bureaux and departments of the Government, their agents, banks and other transferees and any other parties involved in the administration and operation of the Scheme.

**查閱個人資料：**除了《個人資料（私隱）條例》（第 486 章）規定的豁免範圍之外，你有權要求查閱及改正未被刪除的個人資料。

**Access to Personal Data:** Except where there is an exemption provided under the Personal Data (Privacy) Ordinance (Cap. 486), you have the right to request access to and correction of your personal data provided in this Form when the data have not been erased.

**查詢：**你的要求或查詢可以電郵（電郵地址：[hadlaenq@had.gov.hk](mailto:hadlaenq@had.gov.hk)）、傳真（號碼：2894 8343）或郵遞方式送交香港太古城太古灣道 14 號 10 樓民政事務總署牌照事務處。

**Enquiries:** Your requests or enquiries should be addressed by email (email address: [hadlaenq@had.gov.hk](mailto:hadlaenq@had.gov.hk)), fax (no. 2894 8343) or by post to the Office of the Licensing Authority, Home Affairs Department at 10/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.

- (d) 本人同意政府把該計劃的款項直接存入本人在表格內指定的銀行帳戶。本人亦同意並承諾，如政府就該計劃向該賓館牌照持有人支付的款項超過既定款額，或因任何原因誤向該賓館牌照持有人支付任何款項，本人定當立即通知政府並退回任何多付或誤付的款項。就此，本人授權銀行從該帳戶扣除經政府核實為多付或誤付的款項，並同意賠償政府可能出現或招致的損失、損害賠償、費用、收費或支出，其中可能包括因延遲或未能退回多付或誤付的款項而出現的情況。  
I agree that the payment under the Scheme be deposited directly into the bank account as specified in this Form. I also agree and undertake to notify the Government forthwith of any overpayment or any payment by mistake for whatever reason to the guesthouse licensee under the Scheme and refund the same to the Government. In this respect, I hereby authorise the bank to debit the bank account with such amount certified by the Government as overpayment or payment by mistake, and agree to indemnify the Government against any losses, damages, costs, charges and expenses which the Government may sustain or incur, which may include those as a result of delay in returning or failure to return such overpayment or payment by mistake.
- (e) 本人明白每一間合資格賓館只可提交一份登記。重複遞交的登記將不獲處理。  
I understand that only one registration may be submitted for each eligible guesthouse. Duplicate submission will not be processed.
- (f) 本人聲明在本表格填報及附交的資料均屬正確無訛。本人明白倘若本人蓄意或存心虛報資料或隱瞞任何事項，或錯誤引導政府以獲取該計劃的款項，本人可被刑事檢控。  
I declare that the Data is true, complete and accurate. I understand that if I knowingly or willfully make any false statement or withhold any information, or otherwise mislead the Government for the purpose of obtaining payment under the Scheme, it will render me liable to criminal prosecution.
- (g) 本人同意，政府並無責任處理就賓館牌照持有人在該計劃下的登記及付款事宜，如：  
I agree that the Government shall have no obligation to process the registration or to make any payment under the Scheme in respect of a guesthouse licensee if:
- 本人在任何時候被發現在該計劃下提供予政府的資料／文件屬虛假、不完整、不準確、不正確或具誤導性；或  
any information/document(s) provided by me to the Government under the Scheme is at any time found to be false, incomplete, inaccurate, incorrect or misleading; or
  - 該賓館牌照持有人在不符合資格收取該計劃的款項。  
the guesthouse licensee is not eligible to receive any payment under the Scheme.

<b>獲授權人簽署 (須與牌照紀錄相符)</b> <b>Authorised person's signature</b> <b>(must be the same as the licence record)</b>	<b>賓館牌照持有人印章 (須與牌照紀錄相符)</b> <b>Guesthouse Licensee's stamp</b> <b>(must be the same as the licence record)</b>
簽署人姓名 Name of signatory:	
聯絡電話 Contact phone no.:	電郵 Email:
日期 Date:	

### **重要事項 Important note**

請把填妥的表格，連同銀行存摺第一頁或月結單副本，以郵寄或親身交回民政事務總署牌照事務處。賓館牌照持有人如以傳真或電郵方式遞交登記表格，其後須補交登記表格正本。牌照事務處在收到登記表格的正本後，經核實後方會安排發放款項。

Please submit the completed registration form together with a copy of the first page of the bank book or bank statement to the Office of the Licensing Authority, Home Affairs Department by mail or in person. If a guesthouse licensee submits the registration form by fax or email, it has to submit the original registration form afterwards. The Office of the Licensing Authority will verify the original registration form before arranging payment.

<i>只供內部填寫 For internal use only</i>		
Checked by:	Verified by:	Endorsed by:
Date:	Date:	Date: