

民政事務總署  
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**HOME AFFAIRS DEPARTMENT**  
OFFICE OF THE LICENSING AUTHORITY  
14/F, Cornwall House, Taikoo Place,  
979 King's Road, Quarry Bay, Hong Kong

Our Ref : (10) in HAD/LA/4/9/4

Tel : 2881 7018

27 March 2014

Fax : 2894 8343

All Guesthouse Licence Holders / Applicants

Dear Sir/Madam,

**Notification System under  
Hotel and Guesthouse Accommodation Ordinance, Cap. 349**

In view of the concerns raised by owners of private buildings in respect of guesthouses operated in their buildings, I am writing to inform you that the Office of the Licensing Authority (OLA) will implement a new Notification System with effect from April 2014 to inform the owners and residents of the buildings concerned of receipt of new or renewal application for guesthouse licence.

**A New Notification System**

Under the Notification System, the OLA will issue letters to the owners' corporation (OC)/residents' organization (RO) and/or the property management company (PMC) of the building concerned, as well as the owner of the premises concerned to inform them that an application for guesthouse licence has been received and is being processed by the OLA. For those buildings without any OC/RO and are not managed by any PMC, letters will be issued to all individual occupants of the buildings concerned. In either case, the letters will also be copied to the relevant District Officers for reference.

Two letters will be issued by the OLA. The first letter will be issued shortly after the OLA has received a new/renewal licence application. The second letter will be issued shortly before the new/renewal application is to be approved by the OLA. Please rest assured that only the "address of the prospective/licensed guesthouse", "type of application" (i.e. new or renewal application) and "date of receipt of the new/renewal application" will be provided in the letters. Details of applicants, including personal information, will not be disclosed. Such information will also be uploaded onto the OLA's website (<http://www.hadla.gov.hk>).

The arrangements for the Notification System will be incorporated into the licence application forms and guidelines which will be uploaded onto the OLA's website (<http://www.hadla.gov.hk>) when the system takes effect in April 2014.

I wish to take this opportunity to remind you that a Deed of Mutual Covenant (DMC) is a private covenant among the owners, the property manager and the developer of a building. Engaged parties are empowered to act under the power conferred by the DMC to enforce the DMC provisions in relation to the control, management and administration of the building. They may also take appropriate actions and measures against any owner who does not comply with the DMC. A guesthouse licence issued by the OLA does not act as a waiver of any terms in any lease, tenancy agreement or licence granted by the Government, nor does it affect or change the provisions of the DMC or other covenants relating to the building in which the guesthouse is situated. The issuance of a licence does not exempt or protect the licence holder from any consequence and liability of any breach of the laws, DMC or other leases and agreements. In this connection, your attention is also drawn to Section VIII items (e)(ii) and (g) of the application form for a licence (HAD 133) and Section VII item (e)(i) of the application form for renewal of a licence (HAD 140).

### **Enquiry**

Should you have any enquiries on the implementation of the new Notification System, please contact Mrs Alison WONG, Senior Executive Officer (Licensing Authority) at 2881 7018.

Yours faithfully,

Signed  
( Winston SK LEUNG )  
for Hotel and Guesthouse Accommodation Authority

c.c. all District Officers, HAD