

民政事務總署

牌照事務處
香港北角電氣道183號
友邦廣場25樓2503-05室



HOME AFFAIRS DEPARTMENT

OFFICE OF THE LICENSING AUTHORITY
Room 2503-05, 25/F.,
AIA Tower, 183 Electric Road,
North Point,
Hong Kong

本署檔號 Our Ref. (23) in HAD LA ELT/15/4/5/8 Part.1
來函檔號 Your Ref.
電話 Tel.: 2116 5230
傳真 Fax: 2511 3860

25 November 2020

To: Responsible Persons of Premises

Dear Sir/Madam,

Scheduled Premises Must Display “LeaveHomeSafe” venue QR code

In view of the development of the COVID-19 epidemic, the Secretary for Food and Health (SFH) issued on 24 November 2020 the latest directions¹ in relation to the scheduled premises under the Prevention and Control of Disease (Requirements and Directions) (Business and Premises) Regulation (Cap. 599F), covering the period from 26 November to 2 December 2020. Among the directions, a person responsible of a premises has to apply for a location-specific “LeaveHomeSafe” venue QR code for the premises by registering on or before 2 December 2020 on the Government website and must display the QR code obtained at the entrance of the premises or at a conspicuous position within two working days upon receipt of the QR code.

2. To facilitate responsible persons of scheduled premises who have not yet applied for the “LeaveHomeSafe” QR code, the Office of the Licensing Authority (OLA) and the Office of the Government Chief Information Officer have made special arrangements to simplify the application steps. The details are as follows:

- (a) Enter the “LeaveHomeSafe” dedicated website (www.leavehomesafe.gov.hk/en/registration/599F/)² for applying for a venue QR code in respect of catering premises / scheduled premises pursuant to Cap. 599F;
- (b) Fill in the OLA licence / certificate / registration number in the appropriate box and then click the “Confirm” button;

¹ www.gld.gov.hk/egazette/pdf/202024113e/egn202024113214.pdf

² Using the “Cap. 599F catering premises / scheduled premises” function in the webpage are best viewed with the latest version of Microsoft Edge, Mozilla Firefox, Safari or Google Chrome.

- (c) Verify the relevant information (including premises name and address). If you have not provided the premises name to this Department, enter it in the box provided. After clicking “I have read and agree to the personal information collection statement” and “I am not a robot”, then click the “Submit” button; and
 - (d) Click the “Download” button, and download and save the “LeaveHomeSafe” venue QR Code.
3. The above simplified procedures will take effect from 27 November 2020. For those who are not able to use the simplified procedures for their venues, it is advisable to follow the website instructions to submit an application by using the existing venue registration function.
4. If you have any enquiries, please contact the OLA at 2116 5230.

Yours faithfully,

(Signed)
(Ms PANG Mei-tuan, Pauline)
Chief Officer (Licensing Authority)
Office of the Licensing Authority