

FORM 1
HOTEL AND GUESTHOUSE ACCOMMODATION ORDINANCE
(Cap. 349)
NOTICE OF APPEAL

Before completing this form read the note below.

To: Convenor of the Appeal Board

1. Full name of Appellant: _____
2. Address of Appellant: _____
_____ Telephone No.: _____
3. Address of Appellant or name and address of duly authorized representative for service if different from the above: _____
4. Details of decision appealed against:
(Attach copy of decision and indicate the particular aspect being the subject of the appeal)

Dated this _____ day of _____

Appellant.

Please note:

1. This form is to be used by a person who is aggrieved by a decision of the Authority under section 12B, 12C, 12D, 12E or 12F of the Ordinance.
2. This form must be completed in accordance with the directions specified in the form and lodged with the Convenor of the Appeal Board at the office of the Registrar, High Court before the expiry of 28 days after the date of notice stated in the notice of decision given under section 12P(3) of the Ordinance.
3. At the same time that this notice is lodged you are required to serve a copy of the notice on the Authority, personally, or by registered post addressed to the last known address of the Authority and to furnish to the Authority and the Convenor a statement specifying the particulars of the appeal which you seek to establish, including such particulars of evidence to be adduced, documents to be produced, names of witnesses to be called and other circumstances as may suffice to ensure that the Appeal Board and the Authority are fully and fairly informed of the grounds on which the appeal is based. You may also be required to furnish further particulars or produce documents for the inspection of the Authority.
4. You are advised to read the Hotel and Guesthouse Accommodation Ordinance and the Hotel and Guesthouse Accommodation (Appeal Board) Regulations before lodging this notice of appeal.