

How to submit a RENEWAL application for a Hotel / Guesthouse

The Office of the Licensing Authority (OLA)
Home Affairs Department





1

Useful Search



Entertainment Licences



Licensed Hotels /
Guesthouses



List of prospective
hotels / guesthouses
applying for licence



List of licensed hotels /
guesthouses applying
for renewal of licence





(e) [Notice of Appeal](#)

(f) [Application for Summons to a Witness](#)

(g) [Report on Suspected Unlicensed Bedspace Apartment, Club, Hotel/Guesthouse form\]](#)

4. [Hotel & Guesthouse :](#)

(a) [Application for a licence \[PDF\] \[e-form\]](#)

(b) [Application for renewal of a licence \[PDF\] \[e-form\]](#)

(c) [Application for transfer of a licence \[PDF\] \[e-form\]](#)

2



Notice to applicant



A hotel/guesthouse licence issued by the Hotel and Guesthouse Accommodation Authority 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 provision of the Deed of Mutual Covenant (DMC) or other covenants relating to the building in which the hotel/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 (including The Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region), DMC or other leases and agreements.

For the licence to be issued under Cap. 349, the applicant shall ensure that no act or activity on the licensed premises may constitute or is likely to cause the occurrence of an offence endangering national security under the National Security Law or other laws of the Hong Kong Special Administrative Region.

Read the Notice to applicant carefully

- a. The applicant must retain the original or certified copies of any documents which are submitted electronically. The Office of the Licensing Authority Home Affairs Department will request the applicant to provide such original or certified copies within a specified period.
- b. You shall arrange an inspection of fire service installation and equipment in the licensed premises by a registered fire service installation contractor at least once in every 12 months. You shall deliver a copy of the certificate of fire service installations and equipment (F.S.251) to the Authority within 28 days from the date of inspection.

3

I have read the above Notice to applicant. *

4a

Fill a New Form

4

I Want To

Start Filling in a New Form

Fill in a Saved Form

4b

Open a Saved Form

Saved Form File *



Choose a file or drag
Accept file format: C

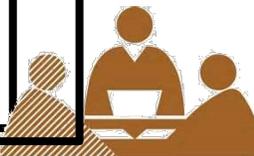
Upload a saved form

Password *

Input the password of the saved form

Cancel

Open



You can either use Form filling with "iAM Smart e-ME" or type in your personal information

5a



Form Filling with iAM Smart

Use iAM Smart to fill in your personal information

[More Info](#)

Particulars of the premises and business in respect of which application for renewal of a licence is sought

Please read ["A Guide to Licence Application under the Hotel and Guesthouse Accommodation Ordinance \(Cap.349\)" \(the Guide\)](#) and Notice to applicant and attach the required documents.

5b



In accordance with the Hotel and Guesthouse Accommodation (Amendment) Ordinance 2020 which came into effect on 1 December 2020, other than hotel licensees, holders of guesthouse licences shall not use the word "hotel" in their business names. Please note that the Office of the Licensing Authority will only issue hotel licence to the premises approved or

Type your personal information

Existing licence number *

Name of hotel/guesthouse (in English)



Applicant's particulars and correspondence address

6a

Status of applicant *

Individual Body of persons

Individual (i.e. a natural person)

Title *

Mr Mrs Ms Miss

Surname

Other names

Full name in Chinese

Residential Address *

Applicant's correspondence address [if different from above]

*
Flat/Room Floor Block
Name of building
Number and name of street/estate
District
Region ...

If the applicant's correspondence address is different from above

Applicant's particulars and correspondence address

6b

Status of applicant *

Individual Body of persons

Body of persons (body corporate such as limited company, partnership or other unincorporated body)

Name of body of persons in English

Name of body of persons in Chinese

Registration Certificate number *

Address of the body of persons *



Version and validity period of licence applied for

Version of the licence applied for *

7

Please Choose ...

- Please Choose ...
- Chinese
- English

Validity period of the licence applied for *

8a

8b

Please Choose ...

- Please Choose ...
- 12 months
- 24 months
- 36 months
- 48 months
- 60 months
- 72 months
- 84 months

If you wish to apply for a licence with a validity exceeding 12 months, you should have been managing the hotel/guesthouse under application or other hotel(s)/guesthouse(s) with licence issued by the Authority (as a licensee) for the 12 months preceding the date of this application.

8a

Apply for licence with 12 months of validity period

12 months

Please note that under section 12H of the Ordinance, the validity period of a licence is to be specified in the application to the Guesthouse Accommodation Authority (the Authority). The Authority will consider the validity period of the licence in accordance with the Ordinance on a case by case basis.

If have breached / received, please provide the following details

If yes, please provide the following details:

1

Name of Hotel/ Guesthouse *

Licence Number *

Licensing Conditions Breached/ Date of Warning Letter *

YYYY-MM-DD

9

Have NOT breached any licence issued by the Authority for the hotel/guesthouse for the 12 months preceding the date of application *

Please Choose ...

- Please Choose ...
- Have breached/ received
- Have not breached/ received

If yes, please provide the following details

Please provide the following details:

1

Name of Hotel/ Guesthouse *

Licence Number *

10

Have been a licensee to supervise the operation, keeping, managing or maintaining the hotel/guesthouse for the 12 months preceding the date of application *

Please Choose ...

- Please Choose ...
- Yes
- No



8b Apply for licence with more than 12 months of validity period

Validity period of the licence applied for *

24 months

Please note that under section 12H of the Ordinance, the validity period of a licence is to be specified by the Hotel and Guesthouse Accommodation Authority (the Authority). The Authority will consider the validity period of the licence in accordance with the Ordinance on a case by case basis.



If you wish to apply for a licence with a validity exceeding 12 months, you should not have breached any licensing conditions of any hotel/guesthouse under application or other hotel(s)/guesthouse(s) with licence issued by the Authority in the 12 months preceding the date of this application.

If have breached / received, please provide the following details

Have NOT breached any licensing conditions of any hotel/guesthouse for the 12 months preceding the date of this application

Have not breached/ received

9

- Please Choose ...
- Please Choose ...**
- Have breached/ received
- Have not breached/ received

If yes, please provide the following details:

#

1

Name of Hotel/ Guesthouse *

Licence Number *

Licensing Conditions Breached/ Date of Warning Letter *

YYYY-MM-DD



10

Have been a licensee to supervise the operation, keeping, management and control of licensed hotel(s)/guesthouse(s) for the 12 months preceding the date of the application

Please provide the following details:

#

1

Name of Hotel/ Guesthouse *



"Fit and Proper" Requirement

(Please refer to Section 3 of the Guide)

Applicant or related person (if applicant is a body of persons) please indicate whether you can fulfill the following criteria (if subsequently you wish to refer the license to another person):

have NOT been convicted of an offence under the Ordinance

Please Choose ...

11

Please Choose ...
Please Choose ...
Have committed
Have not committed

If have committed, please provide the following details

# 1	Name *	Offence Convicted *
	<input type="text"/>	<input type="text"/>
	Date of Conviction *	Punishment and Fine *
	<input type="text" value="YYYY-MM-DD"/>	<input type="text"/>

have NOT been convicted of an offence other than an offence under the Ordinance, and, in the 5 years preceding the date of application, have not been convicted of an offence exceeding 3 months *

Please Choose ...

12

Please Choose ...
Please Choose ...
Have committed
Have not committed



"Fit and Proper" Requirement

are NOT an undischarged bankrupt, are NOT in liquidation or are NOT the sub

Please Choose ...

13

Please Choose ...
Please Choose ...
Yes, not in the stated situation
No, in the stated situation

If you are in the stated situation, please provide the details

apart from the above, do NOT have other factors that affect the app

Please Choose ...

14

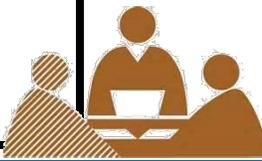
Please Choose ...
Please Choose ...
Yes, no other factors
No, have other factors

If there are other factors, please provide the details

In the course of processing the application, you should report any change in your circumstances in writing to the Office of the Licensing Authority as soon as possible.



The Authority will consider the application in accordance with the Ordinance on a case by case basis. **The applicant and the related person as listed in Section III(D)** should submit the completed **“personal data authorisation form” at Appendix III and “consent form” at Appendix IV** to authorise the Commissioner of Police and the Official Receiver to release relevant information to the Office of the Licensing Authority of Home Affairs Department.



No-use Restriction Requirement

(Please refer to Section 3 of the Guide) [↗](#)

Name of the legal practitioner

Name of the legal firm

Date of the written legal advice

YYYY-MM-DD



After the implementation of the Ordinance on 1 December 2020, the applicant shall submit a written legal advice given by a legal practitioner about whether the premises to which the application relates are free from a use restriction within the meaning of section 12J of the Ordinance. If the written legal advice is still applicable to the premises, the applicant is only required to declare below to indicate whether there are any changes on the Deed of Mutual Covenant (DMC) or Government Lease. There is no need to re-submit the written legal advice.

Regarding the building where the premises intended to be used as a hotel/guesthouse is situated –

Please declare, to the best of your knowledge, whether there is any change to the Deed of Mutual Covenant (DMC) or Government lease (if there is no DMC) of the building concerned after the issuance date of the relevant written legal advice provided.

- Yes, have changes
- No, no changes
- Not Applicable



Documentary Proof of Realistic Prospect of Control over the Licensed Premises of the Licensee

(Please refer to Section 3 of the Guide) [↗](#)



The **operation, keeping, management or other control of concerned premises must be under the continuous and personal supervision** of the licensee. The licensee must provide a documentary proof ^{Note} showing that the licensee has a realistic prospect of control over the licensed premises throughout the validity period of the licence.

Note: For examples for relevant documents, please refer to [the letter issued by the Office of the Licensing Authority on 4 November 2022](#) [↗](#) (F

I have previously submitted the documentary proof *

Please Choose ...

Please Choose ...

Please Choose ...

Yes

No

16a

16b

16a(i)

Previously **submitted** the documentary proof but it has become **invalid**, or **will become invalid** on or before one month from the submission date of this form

I have previously submitted the documentary proof *

Yes

The previously submitted proof

- has become invalid, or will become invalid on or before one month from the submission date of this form
- remains valid

The **UPDATED** documentary proof is submitted together with this application form

- without expiry date
- with valid date until

16b

I have previously submitted the

No

Have NOT submitted the documentary proof

The documentary proof is submitted together with this application form

- without expiry date
- with valid date until

16a(ii)

Previously **submitted** the documentary proof and it remains **valid**

I have previously submitted the documentary proof *

Yes

The previously submitted proof

- has become invalid, or will become invalid on or before one month from the submission date of this form
- remains valid

- without expiry date
- with valid date until



17

Valid Third Party Risks Insurance (Public Liability Insurance) for the applied hotel/guesthouse

(Please refer to Section 5 and Appendix I of the Guide)



You shall procure a third party risks insurance (public liability insurance) for the use of the licensed premises by any person. You shall also maintain a valid third party risks insurance policy during the entire licensing period of the licence. The insurance should provide a minimum limit of indemnity of HK\$10 million per event and coverage of unlimited events for any one period of insurance in respect of the licensed premises. If the relevant information and documents are not submitted, it must be submitted before the licence is issued.

Name of insurance company

Policy/Reference number

Effective date and expiry date

18

Provision of 24-hour Manned Counter (only applicable to applicant for renewal of guesthouse (general) licence)

(Please refer to Section 5 and Appendix II of the Guide)

Licence type *

- Please Choose ...
- Hotel
- Guesthouse (General)
- Guesthouse (Holiday Camp)
- Guesthouse (Holiday Flat)

Only applicable to applicant for renewal of guesthouse (general) licence

Please indicate whether you will install 24-hour manned counter in the guesthouse which licence is to be renewed or submit proposal of alternative measure *

- Please Choose ...
- install 24-hour manned counter (please provide details and layout plans with counter indicated in the plans)
- there is no counter installed, submit proposal of alternative measure (please provide the required documents)



19

Declaration by applicant

I declare that: *

- a. all the information in this application is true and correct to the best of my knowledge and belief. I have not provided any false or misleading information to the Hong Kong Police Force, the Immigration Department, the Official Receiver's Office or any other government department. I have not provided any false or misleading information to release information to verify the information in this application;
- b. the operation, keeping, management and other control of the aforementioned hotel/guesthouse is under my continuous and personal supervision;
- c. Notice to applicant has been read;
- d. if I am applying for a licence for a period exceeding 36 months, I confirm that the concerned hotel/guesthouse premises was purposely built in that they were designed and constructed as a hotel/guesthouse, the use of which has also been approved by the Building Authority, either as shown in the occupation permit or as indicated in the alterations and additions plans approved by the Building Authority. The completion certificate for such alterations and additions works have been acknowledged by the Building Authority. Also, I shall submit to the Hotel and Guesthouse Accommodation

Read the Declaration by applicant carefully

WARNING

 Any person who in or in connection with this application makes any statement or furnishes information, whether such statement be oral or written, which is false in any material particular and which he knows or reasonably ought to know is false in such particular, commits an offence under the Hotel and Guesthouse Accommodation Ordinance (Cap. 349).

20

Name *

Position held in the body of persons

20a

Only applicable to applicant as a body of persons

21

Signature *

 Choose a file or drag it here
Accept file format: JPG, JPEG, PNG, PDF
Size up to 10.0 MB

Upload your signature



Attachment of Required Documents

Please [download](#) and complete the Appendix II (if applicable), Appendix III & Appendix IV and upload all the required documents as indicated in the "Checklist before submission" at Appendix I.

Upload *

22



Choose files or drag them here
Accept file format: JPG, JPEG, PNG, PDF
Total size up to 27.5 MB
(Could choose multiple files)

Upload Required Documents

I have uploaded all required documents. *



23



Please check the following information before submission. You may go back to make changes as needed.

Please check information before submission.

Particulars of the premises and business in respect of which application for renewal of a licence is sought

Please read ["A Guide to Licence Application under the Hotel and Guesthouse Accommodation Ordinance \(Cap.349\)" \(the Guide\)](#) and Notice to applicant and attach the required documents.



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24

Applicant Signature

Sign Here



Sign

24a Sign with iAM Smart
Sign using "iAM Smart" mobile app

24b Sign with Digital Certificate
Sign using a digital certificate from a file (.p12)

Sign with iAM Smart

Sign with Digital Certificate

25

Submission Acknowledgement

Please provide your email address if you want to receive acknowledgement

mail



Filled Form Record

After submission, an acknowledgement file in PDF format with transaction reference number and your filled information will be available for download. You may provide a password to protect that file:

26

- Password must be at least 8 characters
- Password must be including a number, an uppercase letter, a lowercase letter and a special character

Password

Confirm Password

ATTENTION

The applicant should retain the original or certified copies of any documents which are submitted electronically. The Office of the Licensing Authority will request the applicant to provide such original or certified copies within a specified period.

27 ory fields

Save

Back

Submit

Save Form

Save the current form for future form completion (Refers to Step 4b for details)

- Password must be at least 8 characters
- Password must be including a number, an uppercase letter, a lowercase letter and a special character

Password *

Confirm Password *

Cancel

Save

Caution: Please securely store this file and its password to enable future form completion by loading the file. This system does not retain any form data associated with this file. Please be aware that if the file is lost or the password is forgotten, the entered data cannot be recovered.



✓ Confirm ✕

Confirm Submit?

28

Cancel OK

 CAPTCHA In-Progress

29

Enter text from image 

Cancel Retry



Submission Details

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

Print / Download Submitted Form

30

To Print / Download the submitted form for reference

Submission Date and Time (YYYY-MM-DD HH:MM)

2024-08-30 17:36

31

Transaction Reference Number

XXXXXXXXXXXXXXXXXXXX

Please keep this Transaction Reference Number

Should you have any enquiries, please contact the respective bureau, department or organisation -
Office of the Licensing Authority
Hotline: 2881 7034
Email: hadlaenq@had.gov.hk

