

**Business Facilitation Advisory Committee
Task Force on Business Liaison Groups**

*E-services to facilitate licence applications for trade related to
the Business Liaison Groups*

Purpose

This paper briefs members on the e-services provided by relevant government departments for licence applications.

Background

2. To provide more convenient licence application services, relevant government departments have provided e-services for a number of licences under the “Be the Smart Regulator” Programme to facilitate the trade to handle licence applications in a speedy manner. These services include e-submission, e-payment, and e-licence. Among them, the e-services provided by the Food and Environmental Hygiene Department (FEHD), the Home Affairs Department (HAD) and the Hong Kong Police Force (Police) to facilitate the trade to apply for licences for operating relevant premises or holding specific commercial activities in their premises have benefited a variety of trades related to the Business Liaison Groups, such as recreational clubs, entertainment clubs, family amusement centres, cinemas, hotels and guesthouses, etc.

Details of the e-Services

E-services for premises-based licences

3. Premises-based licences include the Club-house Certificate of Compliance (CoC) issued to premises of recreational clubs, entertainment clubs (such as mahjong clubs) etc., Hotel / Guesthouse Licence issued to premises of hotels / guesthouses, and the Amusements with Prizes Licence (AWPL) (Annual / Short-term) issued to premises of family amusement centres by HAD; and the Places of Public Entertainment Licence (PPEL) (Cinemas / Theatres) issued to premises of cinemas / theatres by FEHD. Details of the e-services are summarised in the tables below -

A. Club-house CoC, Hotel / Guesthouse Licence, AWPL (Annual / Short-term)

E-services	Details
Submission of application	Via GovHK Online Form: <ul style="list-style-type: none"> ➤ Can fill, save and print application forms ➤ Can submit applications online ➤ Can upload supporting documents* ➤ Support “e-ME” for automatic form-filling of personal particulars saved onto the e-ME profile ➤ Support using digital certificate and “iAM Smart+” for digital signing ➤ Responsive web design is adopted to suit different mobile devices ➤ Link to application forms: https://www.had.gov.hk/en/other_information/forms.htm
Payment of fees	Channels of e-payment: <ul style="list-style-type: none"> ➤ Internet banking ➤ PPS ➤ Faster Payment System (FPS) ➤ e-Cheque
Collection of licence	Collect the scanned image (in PDF format) of the paper licence / certificate via e-mail (Note: HAD will post the paper licence / certificate to the licensee in parallel)
Scope of service	New and renewal applications (where applicable)

* The upper limit of the size of files for uploading is 20MB, as the applicants for hotel / guesthouse licence or club-house CoC need to submit layout plans which are usually quite massive in size, the layout plans could be submitted to HAD by post if necessary.

B. PPEL (Cinemas / Theatres)

E-services	Details
Submission of application	Via GovHK Online Form and FEHD website: <ul style="list-style-type: none"> ➤ Can fill, save and print application forms ➤ Can submit applications online ➤ Can upload supporting documents ➤ Support “e-ME” for automatic form-filling of personal particulars saved onto the e-ME profile

E-services	Details
	<ul style="list-style-type: none"> ➤ Support using digital certificate and “iAM Smart+” for digital signing ➤ Responsive web design is adopted to suit different mobile devices ➤ Link to application form: https://www.fehd.gov.hk/english/forms/index_forms.html
Payment of fees	Channels of e-payment: <ul style="list-style-type: none"> ➤ PPS ➤ Credit card (Visa, Mastercard, JCB, UnionPay) ➤ e-Cheque
Collection of licence	Subject to further legal clearance
Scope of service	New applications (Note: E-services for renewal of licence is being arranged)

E-services for event-based licences

4. Event-based licences include the Temporary Liquor Licence issued by the Police for the retail sale of liquors at any public entertainment or on any public occasion, or for wine tasting event; the Trade Promotion Competition Licence issued by HAD for promoting, conducting and managing a competition or scheme for the purpose of promoting a trade/business/product sale by way of a game that distributes or allots prizes by lot/chance (such as the lucky draws conducted by department stores, supermarkets and chain stores to promote business); and the Temporary PPEL issued by FEHD for holding temporary public entertainment events in premises such as theme parks and shopping malls. Details of the e-services are summarised in the tables below –

A. Temporary Liquor Licence

E-services	Details
Submission of application	Via Police’s Licensing E-service System: <ul style="list-style-type: none"> ➤ Can fill, save and print application forms ➤ Can submit applications online ➤ Can upload supporting documents (such as the signed “Authorisation” form, event floor plan etc.) ➤ Link to application form:

E-services	Details
	https://www2.licensing.police.gov.hk/licensing/load.action?request_locale=en_US&formName=ApplForTemporaryLiquor&formNameVal=tlonlineBookingFirstPage.title
Payment of fees	Channels of e-payment: <ul style="list-style-type: none"> ➤ PPS ➤ Credit card (Visa, Mastercard, UnionPay)
Collection of licence	<ul style="list-style-type: none"> ➤ Collect the e-licence in PDF format by e-mail ➤ Licensee shall display the licence and any attachment thereon in a conspicuous position within the venue during the event period
Scope of service	New applications (Note: This is an one-off licence, and thus, renewal application is not applicable.)

B. Trade Promotion Competition Licence

E-services	Details
Submission of application	Via GovHK Online Form : <ul style="list-style-type: none"> ➤ Can fill, save and print application forms ➤ Can submit applications online ➤ Can upload supporting documents ➤ Support “e-ME” for automatic form-filling of personal particulars saved onto the e-ME profile ➤ Support using digital certificate and “iAM Smart+” for digital signing ➤ Responsive web design is adopted to suit different mobile devices ➤ Link to application form: https://www.had.gov.hk/en/other_information/forms.htm
Payment of fees	Channels of e-payment: <ul style="list-style-type: none"> ➤ Internet banking ➤ PPS ➤ FPS ➤ e-Cheque
Collection of licence	Collect the scanned image (in PDF format) of the paper licence via e-mail (Note: HAD will post the paper licence to the licensee in

E-services	Details
	parallel)
Scope of service	New applications (Note: This is an one-off licence, and thus, renewal application is not applicable)

C. Temporary PPEL

E-services	Details
Submission of application	Via GovHK Online Form and FEHD website : <ul style="list-style-type: none"> ➤ Can fill, save and print application forms ➤ Can submit applications online ➤ Can upload supporting documents ➤ Support “e-ME” for automatic form-filling of personal particulars saved onto the e-ME profile ➤ Support using digital certificate and “iAM Smart+” for digital signing ➤ Responsive web design is adopted to suit different mobile devices ➤ Link to application forms: https://www.fehd.gov.hk/english/forms/index_forms.html
Payment of fees	E-payment service is being arranged
Collection of licence	Subject to further legal clearance
Scope of service	New applications (and renewal applications for Temporary PPEL with temporary structure(s))

5. Moreover, HAD, FEHD and Police have also provided online application tracking services for the above-mentioned licences (except for AWPL, Temporary PPEL and Trade Promotion Competition Licence) to enhance transparency so that the applicants could keep track of the application progress (such as whether comments are already provided by other government departments concerned to the licensing authorities and the issuance of the Letter of Requirements, etc.) and respond to department’s requests in a timely manner, which in term will expedite the licensing process.

6. The above-mentioned e-services not only allow the applicants to submit applications anytime and anywhere through different electronic devices, but also

enhance the flexibility in filling in the application forms which can be saved and retrieved at the applicant's choice. Furthermore, as most of the supporting documents can be submitted online in one-go, it reduces the cost and administrative burden to the trade arising from submission by post or in person and at the same time is more environment-friendly. Payment of fee and collection of licence have become more convenient to the applicant as it is no longer necessary for him/her to visit the department's service counter in person, and hence enhancing the user experience while saving the time and cost incurred by the applicant.

Views sought

7. Members are invited to note the content of this paper and offer comments, if any.

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