

Online Applications for Temporary Absence of Licensee and Renewal of Club Liquor Licence

Online Application for Temporary Absence of Licensee

Login to the system

The screenshot displays the 'Online Licence Services' website. At the top, there is a navigation bar with 'English | 繁體中文 | 简体中文' and a breadcrumb trail: 'Liquor / Club Liquor Licence > To apply for new licence / licence transfer...'. A left-hand menu lists various services, with 'Online Demo' selected. The main content area contains a paragraph about the Liquor Licensing Board (LLB) and a link to 'Proceed to create account'. Below this is a 'Login Your Account' form with fields for 'User Name' and 'Password', a 'Forgot Password' link, and a 'Login' button.

Online Licence Services English | 繁體中文 | 简体中文

Online Demo [Liquor / Club Liquor Licence](#) > **To apply for new licence / licence transfer...**

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The Liquor Licensing Board (LLB), a statutory body established under the Dutiable Commodities (Liquor) Regulations who is responsible for the licensing of premises used for the sale or supply of liquor for consumption on the premises, has given consents to accept applications and documents in form of electronic records.

You need to have an account for electronic services. If you do not have one yet, please click "[Proceed to create account](#)" to create your account. Please read the [Account Policy](#) for details.

[Proceed to create account](#)

Login Your Account

Please enter the User Name and Password.

User Name:

Password:

[Forgot Password](#)

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Temporary Absence of Licensee

Select "Temporary absence"

Online Licence Services
English | 繁體中文 | 簡體中文
Login : C010605TR009
Logout
Date of Enquiry: 04/11/2019

Message Box [Liquor / Club Liquor Licence > Already have a licence...](#)

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Start Select service Login **Complete form** Send application End

Step 1	Step 2	Step 3
Fill in the Form	Upload Supporting Documents (for digital signature user and password user only)	Sign Form

The Liquor Licensing Board (LLB), a statutory body established under the Dutiable Commodities (Liquor) Regulations who is responsible for the licensing of premises used for the sale or supply of liquor for consumption on the premises, has given consents to accept applications and documents in form of electronic records.

In accordance with the Dutiable Commodities (Liquor) Regulation, it is a requirement to produce a valid digital certificate, a password assigned or approved by Liquor L

If you would like to submit completed application form to Licensing Offices in person or accounts. To complete the application process, you must print and sign on the complete documents to the Licensing Offices in person or by post within 30 calendar days. On re

Please select the type of licence application below and then click "Confirm"

Licence Type	Application Type
<input checked="" type="radio"/> Club Liquor Licence	<input type="radio"/> Renew licence
	<input type="radio"/> Amend licence
	<input type="radio"/> Notification of change
	<input type="radio"/> Cancel licence
	<input type="radio"/> Licence copy
	<input checked="" type="radio"/> Temporary absence
	<input type="radio"/> Employment of young person
	<input type="radio"/> Authorisation of a Nominated Reserve

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Temporary absence of licensee

Fill in the form

Online Licence Services

English | 繁體中文 | 简体中文 Login: C010605TR009

Logout

Date of Enquiry: 04/11/2019

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[Liquor / Club Liquor Licence](#) > **Already have a licence...**

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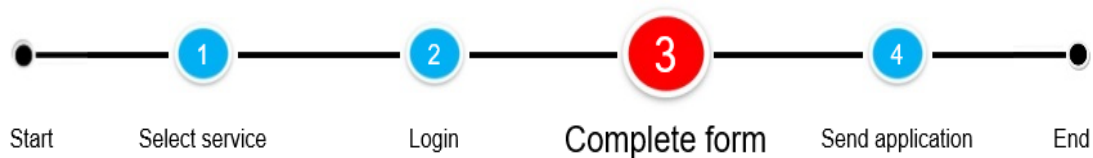
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Licence Type : Club Liquor Licence

Application Type : Tempory absence

You have a right of access and correction with respect to personal data as provided for in accordance with sections 18 and 22 and Principle 8 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data which you have provided by means of this form.

4. Enquiries

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

Hong Kong & Islands

Assistant Secretary
Liquor Licensing Board,
8th Floor, Lookhart Road Municipal Services Building,
225 Hennessy Road, Wanchai, Hong Kong
Tel. No.: 2879 5779 / 2879 5728
Fax No.: 2507 2984

Kowloon

Assistant Secretary
Liquor Licensing Board,
333 KJ Lung Street, Sham Shui Po, Kowloon
Tel. No.: 2729 1237 / 2729 1128
Fax No.: 3146 5319

New Territories

Assistant Secretary
Liquor Licensing Board,
4th Floor, Tai Po Complex,
No. 8, Heung Sze Wui Street,
Tai Po, New Territories
Tel. No.: 3183 9255 / 3183 9220
Fax No.: 2608 3350

Temporary Absence of Licensee

Fill in the form

- Please select one item
 請選取其中一項
 * Please select where appropriate
 請選取適用者

中文 English

To: Secretary, Liquor Licensing Board
 c/o (address of regional licensing office concerned)
 Tel: 2879 5779 Fax: 2507 2964)
 Dear Sir/Madam,

Temporary Absence of Liquor Licensee for a Period Not Exceeding Three Months

Shop sign : Bourbon

Shop Premises : 香港中環伊利街21號地下

I,

Mr. / 先生
 (English name of Licensee) (Chinese name)

holder of Hong Kong ID Card No.: C482149 (A), am the liquor licensee in respect of the captioned liquor licensed premises. I shall not be able to personally supervise the subject premises during my absence from 28/11/2019 to 12/12/2019 (not exceeding three months) on the grounds that Vacation leave / 休假 I shall resume duty as the liquor licensee on 13/12/2019

I should be grateful if you would authorize

Mr. / 先生
 (English name of the authorized person) (Chinese name)

holder of Hong Kong ID Card No.: C482150 (3) to manage the licensed premises during my absence. The proposed authorized person has not / 不是 been appointed as the reserve licensee in respect of the captioned liquor licensed premises. I understand that before the proposed person is authorized to manage the premises during my absence period, I am still the liquor licensee of the above premises and, in accordance with the licensing conditions for liquor licence, I shall personally supervise the premises.

I hereby give consent to the Commissioner of Police to provide my personal data kept by the Department to the Liquor Licensing Board for the purpose of, or any purpose related to, the handling of my application for temporary absence made to the Liquor Licensing Board.

I,

Mr. / 先生
 (English name of the authorized person) (Chinese name)

holder of Hong Kong ID Card No.: C482150 (3) (Tel.: 23486789 Fax:), has not / 不是 been appointed as the reserve licensee in respect of the captioned liquor licensed premises, would like to accept the above offer to manage the above premises during the period from 28/11/2019 to 12/12/2019. I understand that I shall be deemed to be the liquor licensee of the premises during the aforesaid period. I shall be responsible for complying with all licensing conditions of the liquor licence.

I hereby give consent to the Commissioner of Police to provide my personal data kept by the Department to the Liquor Licensing Board for the purpose of, or any purpose related to, the handling of my application for temporary absence made to the Liquor Licensing Board.

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Temporary absence of licensee

Choose the way to sign and submit the application

Online Licence Services
English | [繁體中文](#) | [简体中文](#) | Login : C010605TR009

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[Liquor / Club Liquor Licence](#) > **Already have a licence...**

Start 1 2 3 4 End

Select service Login Complete form Send application

Step 1	Step 2	Step 3
Fill in the Form	Upload Supporting Documents (for digital signature user and password user only)	Sign Form

Please choose one of the following ways to sign and submit the application:

- By **Password** assigned or approved by Liquor Licensing Board
- By **Digital signature**
- Print and sign on the completed application form before submission to Liquor Licensing Offices **in person or by post** with 30 calendar days.

Temporary absence of licensee

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Upload supporting documents

I,
(English name of Licensee) (Chinese name)
holder of Hong Kong ID Card No.: (A), am the liquor licensee in respect of the captioned liquor licensed premises. I shall not be able to personally supervise the subject premises during my absence from to (not exceeding three months) on the grounds that I shall resume duty as the liquor licensee on .

I should be grateful if you would authorize
(English name of the authorized person) (Chinese name)
, holder of Hong Kong ID Card No.: (3) to manage the licensed premises during my absence. The proposed authorized person been appointed as the reserve licensee in respect of the captioned liquor licensed premises. I understand that before the proposed person is authorized to manage the premises during my absence period, I am still the liquor licensee of the above premises and, in accordance with the licensing conditions for liquor licence, I shall personally supervise the premises.
I hereby give consent to the Commissioner of Police to provide my personal data kept by the Department to the Liquor Licensing Board for the purpose of, or any purpose related to, the handling of my application for temporary absence made to the Liquor Licensing Board.

I,
(English name of the authorized person) (Chinese name)
, holder of Hong Kong ID Card No.: (3) (Tel.: Fax:) not been appointed as the reserve licensee in respect of the captioned liquor licensed premises, would like to accept the above offer to manage the above premises during the period from to . I understand that I shall be deemed to be the liquor licensee of the premises during the aforesaid period. I shall be responsible for complying with all licensing conditions of the liquor licence.
I hereby give consent to the Commissioner of Police to provide my personal data kept by the Department to the Liquor Licensing Board for the purpose of, or any purpose related to, the handling of my application for temporary absence made to the Liquor Licensing Board.

Supporting document required for your application

Document Type	Submitted ?	Last Submission Date	Attachment	Submit Supporting Documents	
Certificate of Illness / Temporary Absence	Yes	2019-11-04	CertificateOfIllness.pdf	<input type="text"/>	<input type="button" value="Clear"/>
HKID	Yes	2019-11-04	IDCard.pdf	<input type="text"/>	<input type="button" value="Clear"/>
Photo	Yes	2019-11-04	Photo.png	<input type="text"/>	<input type="button" value="Clear"/>

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Temporary absence of licensee

Submit application

Online Licence Services English | 繁體中文 | 簡體中文 Login : C010605TR009 Logout Date of Enquiry: 04/11/2019

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Online Licence Services - Internet Explorer

You should read the terms and conditions carefully so that you fully understand the rights and obligations in connection with the use of online service.

I understand and accept the following terms and conditions.

- The assigned User Name is a permanent identification index which cannot be changed.
- You may change the assigned Password through the Online Service System at any time but any change will only become effective if and when accepted by the System. For security reason, you are advised not to choose a password based upon personal data, such as your ID card number and date of birth.
- You acknowledge that the User Name and the Password are strictly confidential and must not be disclosed to any other person(s) under any circumstances. You are required to act in good faith, and exercise reasonable care and diligence in maintaining the confidentiality of your User Name and Password.
- The online services shall solely be used by the account owner. At no time and under no circumstances should you authorize any other person to use your User Name, Password or digital certificate to communicate with the Liquor Licensing Board on your behalf in connection with the online services.
- Any access to the online services with your User Name, Password or digital certificate shall be deemed to be your own use of the services.
- If you notice or suspect that your account is being used by any other person or that there is actual or possible unauthorized use of your account, you should change your Password immediately through the System and then notify the Liquor Licensing Board as soon as possible.

Login Password:

Acknowledgement Email send to: (Email address same as in Profile)

Authorized person Login Name:

Authorized person Login Password:

Submit Close

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Send application End

holder of Hong Kong ID Card No.: C482149 (A), am the liquor licensee in respect of the captioned liquor licensed premises. I shall not be able to personally supervise the subject premises during my absence from 28/11/2019 to 12/12/2019 (not exceeding three months) on the grounds that I shall resume duty as the liquor licensee on 13/12/2019.

I should be grateful if you would authorize

Mr. / 先生 (English name of the authorized person) (Chinese name)

holder of Hong Kong ID Card No: C482150 (3) to manage the licensed premises during my absence. The proposed authorized person been appointed as the reserve licensee in respect of the captioned liquor licensed premises. I understand that before the proposed person is authorized to manage the premises during my absence period, I am still the liquor licensee of the above premises and, in accordance with the licensing conditions for liquor licence, I shall personally supervise the premises.

I hereby give consent to the Commissioner of Police to provide my personal data kept by the Department to the Liquor Licensing Board for the purpose of, or any purpose related to, the handling of my application for temporary absence made to the Liquor Licensing Board.

Temporary Absence of Licensee

Acknowledgement email

[Message Box](#)[Liquor / Club Liquor Licence](#) > **Already have a licence...**[Create Application](#)[Draft/Application](#)[Payment](#)[Profile](#)[Online Demo](#)[Overview of the
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Form has been submitted successfully

Transmission No.	: C010605TR009_20191104-050806
Sent Date	: 2019-11-04 17:08:07 PM
Licence Type	: Club Liquor Licence
Application Type	: Tempory absence

An acknowledgement email will be sent to you by email. If you do not receive the email 24 hours after your submission of application, you should check with the respective [Liquor Licensing Office](#).

[Exit](#)[Continue](#)

Online Application for Renewal

Login to the system

[Online Licence Services](#) English | [繁體中文](#) | [简体中文](#)

[Online Demo](#) [Liquor / Club Liquor Licence](#) > **To apply for new licence / licence transfer...**

[Overview of the Liquor/Club Liquor Licence Application](#)

[Digital Certificates and Authentication](#)

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The Liquor Licensing Board (LLB), a statutory body established under the Dutiable Commodities (Liquor) Regulations who is responsible for the licensing of premises used for the sale or supply of liquor for consumption on the premises, has given consents to accept applications and documents in form of electronic records.

You need to have an account for electronic services. If you do not have one yet, please click "[Proceed to create account](#)" to create your account. Please read the [Account Policy](#) for details.

[Proceed to create account](#)

Login Your Account

Please enter the User Name and Password.

User Name:

Password:

[Forgot Password](#)

Renewal Application

Select “Renew licence”

Online Licence Services English | 繁體中文 | 簡體中文 Login : C010605TR009 Logout Date of Enquiry: 04/11/2019

Message Box [Liquor / Club Liquor Licence](#) > **Already have a licence...**

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Step 1	Step 2	Step 3
Fill in the Form	Upload Supporting Documents (for digital signature user and password user only)	Sign Form

The Liquor Licensing Board (LLB), a statutory body established under the Dutiable Commodities (Liquor) Regulations who is responsible for the licensing of premises used for the sale or supply of liquor for consumption on the premises, has given consents to accept applications and documents in form of electronic records.

In accordance with the Dutiable Commodities (Liquor) Regulation, it is a requirement of the Liquor Licensing Board (LLB). **To complete the online submission of application, you must produce a valid digital certificate, a password assigned or approved by Liquor Licensing Board (LLB).**

If you would like to submit completed application form to Licensing Offices in person, you must print and sign on the completed application form and supporting documents to the Licensing Offices in person or by post within 30 calendar days.

Please select the type of licence application below and then click “Confirm”

Licence Type

Club Liquor Licence

Application Type

Renew licence

Amend licence

Notification of change

Cancel licence

Licence copy

Temporary absence

Employment of young person

Authorisation of a Nominated Reserve Licensee

Renewal Application

Fill in the form

[Online Licence Services](#)

Change Password
English | 繁體中文 | 简体中文 Login : C010605TR009

Message Box

[Liquor / Club Liquor Licence](#) > **Already have a licence...**

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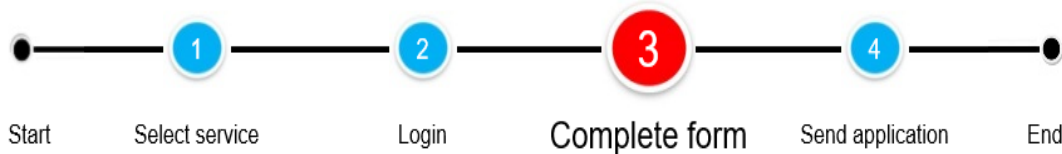
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Step 1	Step 2	Step 3
Fill in the Form	Upload Supporting Documents (for digital signature user and password user only)	Sign Form

Licence Type : Club Liquor Licence

Application Type : Renew licence

You have a right of access and correction with respect to personal data as provided for in accordance with sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to personal data which you have provided by means of this form.

4. Enquiries

Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:

Hong Kong & Islands

Assistant Secretary
Liquor Licensing Board,
8th Floor, Lockhart Road Municipal Services Building,
225 Hennessy Road, Wanchai, Hong Kong
Tel. No.: 2879 5779 / 2879 5728
Fax No.: 2507 2964

Kowloon

Assistant Secretary
Liquor Licensing Board,
4th Floor, Pei Ho Street Municipal Services Building,
333 Ki Lung Street, Sham Shui Po, Kowloon
Tel. No.: 2729 1237 / 2729 1126
Fax No.: 3146 5319

New Territories

Assistant Secretary
Liquor Licensing Board,
4th Floor, Tai Po Complex,
No. 8, Heung Sze Wui Street,
Tai Po, New Territories
Tel. No.: 3183 9285 / 3183 9220
Fax No.: 2606 3360

Renewal Application

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Fill in the form

Club Liquor Licence Renew licence

- 請在適當的方格內填上「✓」號
Please tick the appropriate box(es)
- 請選取其中一項
Please select one item
- * 請選取適用者
Please select where appropriate

申請人填寫部份 TO BE COMPLETED BY APPLICANT

1. 本人 (LI XXXX)
I, (English Name of Applicant, Surname First)
(申請人中文姓名) (English Name of Applicant, Surname First)

是該會社秘書，現申請下述處所的會社酒牌續期/續期及修訂*： -
being the club secretary hereby apply for renewal/renewal and amendment(s)* of a club liquor licence in respect of the following premises -

會社名稱：

(中文) (Chinese)

Name of Club

(英文) (English)

2. 會社酒牌牌照號碼：
Club Liquor Licence No.

3. (a) 會社中文地址

(地域及地區，街道名稱，門牌/地段號碼，大廈/村或屋邨名稱，座，樓數/樓層，室/房/店舖)

(b) English Address of the Club

(Flat/Room/Shop, Floor/Level, Block, Building Name/Name of Estate or Village, Building No./Lot No., Street Name, District and Region)

(If more than one road/street is involved, please specify)

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Save Draft

Validate Form and Proceed

Renewal Application

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Choose the way to sign and submit the application

Online Licence Services

[Change Password](#)

[English](#) | [繁體中文](#) | [简体中文](#)

Login : C010605TR009

[Logout](#)

Date of Enquiry: 01/11/2015

Message Box

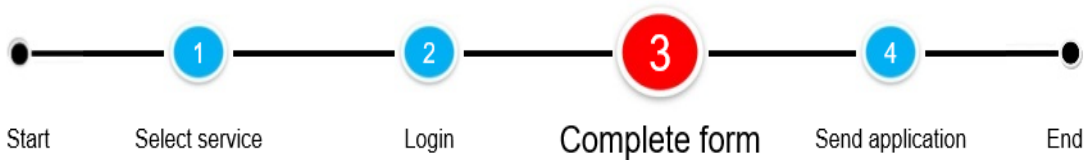
[Liquor / Club Liquor Licence](#) > **Already have a licence...**

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Step 1 Fill in the Form	Step 2 Upload Supporting Documents (for digital signature user and password user only)	Step 3 Sign Form
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Please choose one of the following ways to sign and submit the application:

- By **Password** assigned or approved by Liquor Licensing Board
- By **Digital signature**
- Print and sign on the completed application form before submission to Liquor Licensing Offices **in person or by post** with 30 calendar days.

Renewal Application

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Upload supporting documents

English name of Nominee

獲提名人的英文姓名

Chinese name

中文

, holder of HKID Card No.:

香港身分證號碼:

 ()

, to manage the above premises in case of my illness or temporary absence within the validity period of the liquor licence, upon issuance / renewal / transfer* of the licence.
，在本人成為持牌人/本人的牌照獲續期/本人的牌照獲轉讓*，於有關的酒精牌照有效期內因本人患病或暫時事故離開處所不在場時，代為本人管理上述酒牌處所。

I hereby give consent to the Commissioner of Police to provide my personal data kept by the Hong Kong Police Force to the Secretary of the Liquor Licensing Board for the purpose of, or any purpose related to, the handling of the above application.
本人同意香港警務處向酒牌局秘書提供該部門持有有關申請人的個人資料，供酒牌局秘書處理此後備持牌人提名，以及用於與上述提名有關的用途上。

I, 本人

English name of Nominee

獲提名人的英文姓名

Chinese name

中文

, holder of HKID Card No.:

香港身分證號碼:

 ()

Tel. No.:

電話號碼:

Fax No.:

傳真號碼:

, hereby accept the nomination to manage the above premises during the absence of the liquor licensee. I understand that I shall be deemed to be the liquor licensee of the premises and shall comply with all the licensing conditions specified on the liquor licence during the period of the licensee's absence.

，現願意接受上述提名，於持牌人離開處所崗位期間，成為後備持牌人管理上述處所。本人明白在上述期間，本人須被當作為該處所的持牌人，並必須遵守酒牌上列明的所有持牌條件。

I hereby give consent to the Commissioner of Police to provide my personal data kept by the Hong Kong Police Force to the Secretary of the Liquor Licensing Board for the purpose of, or any purpose related to, the handling of the above application.
本人同意香港警務處向酒牌局秘書提供該部門持有有關本人的個人資料，供酒牌局秘書處理本人上述的提名，以及用於與上述提名有關的用途上。

Supporting document required for your application

Document Type	Submitted ?	Last Submission Date	Attachment	Submit Supporting Documents
Photo	Yes	2019-11-01	Photo.png	<input type="text"/> <input type="button" value="瀏覽..."/>
Other document(if any)	No	-	-	<input type="text"/> <input type="button" value="瀏覽..."/>

The documents have been successfully uploaded.

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Upload

Confirm

Renewal Application

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Submit application

Online Licence Services Change Password English | 繁體中文 | 簡體中文 Login : C010605TR009 Logout
Date of Enquiry: 01/11/2019

Message Box **Liquor / Club Liquor Licence > Already have a licence...**

Create Draft/A Payment Profile Online Liquor/Licence Digital Authen About C Account Downlo Contact

You should read the terms and conditions carefully so that you fully understand the rights and obligations in connection with the use of online service.

I understand and accept the following terms and conditions.

1. The assigned User Name is a permanent identification index which cannot be changed.
2. You may change the assigned Password through the Online Service System at any time but any change will only become effective if and when accepted by the System. For security reason, you are advised not to choose a password based upon personal data, such as your ID card number and date of birth.
3. You acknowledge that the User Name and the Password are strictly confidential and must not be disclosed to any other person(s) under any circumstances. You are required to act in good faith, and exercise reasonable care and diligence in maintaining the confidentiality of your User Name and Password.
4. The online services shall solely be used by the account owner. At no time and under no circumstances should you authorize any other person to use your User Name, Password or digital certificate to communicate with the Liquor Licensing Board on your behalf in connection with the online services.
5. Any access to the online services with your User Name, Password or digital certificate shall be deemed to be your own use of the services.
6. If you notice or suspect that your account is being used by any other person or that there is actual or possible unauthorized use of your account, you should change your Password immediately through the System and then notify the Liquor Licensing Board as soon as possible.

Login Password:

Acknowledgement Email send to: (Email address same as in Profile)

(b) English Address of the Club

(Flat/Room/Shop, Floor/Level, Block, Building Name/Name of Estate or Village, Building No./Lot No., Street Name, District and Region)

4 Send application End

Renewal Application

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Acknowledgement email

Online Licence Services [Change Password](#)
English | 繁體中文 | 简体中文 Login : C010605TR009 Date of Enquiry: 01/11/2019

Message Box [Liquor / Club Liquor Licence](#) > **Already have a licence...**

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Online Demo

Overview of the Liquor/Club Liquor Licence Application

Digital Certificates and Authentication

Form has been submitted successfully

Transmission No.	: C010605TR009_20191101-061548
Sent Date	: 2019-11-01 18:15:49 PM
Licence Type	: Club Liquor Licence
Application Type	: Renew licence

An acknowledgement email will be sent to you by email. If you do not receive the email 24 hours after your submission of application, you should check with the respective [Liquor Licensing Office](#).

[Exit](#) [Continue](#)

Message Box [Liquor / Club Liquor Licence](#) > **Already have a licence...**

Create Application

Draft/Application

Payment

Profile

Contact Us

LLPS System Administrator

For enquiries on account creation / login, password retrieval and technical problems -

Email: llpsadmin@fehd.gov.hk

Telephone: 2186 8167

Fax: 2522 8271

Online Demo

Overview of the
Liquor/Club Liquor
Licence Application

Please send a request to the LLPS System Administrator via llpsadmin@fehd.gov.hk. Upon receiving your request, the LLPS System Administrator will take about **3 working days** to complete the process of verifying the information provided by you in your request and issuing the updated login information.

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Licensing Offices

For enquiries on licensing services and form completion -

Hong Kong & Islands

Assistant Secretary

Liquor Licensing Board,

8th Floor, Lockhart Road Municipal Services Building,

225 Hennessy Road, Wanchai, Hong Kong

Tel. No.: 2879 5779 / 2879 5728

Fax No.: 2507 2964

Kowloon

Assistant Secretary

Liquor Licensing Board,

4th Floor, Pei Ho Street Municipal Services Building,

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LLPS System Administrator

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Thank you