

《Electronic Submission of Liquor Licence Application Using Passwords》

16 March 2017



《Dutiable Commodities (Liquor) Regulation 2015》 , Cap 109

- Electronic submission of liquor licence applications is allowed when accompanied by
 - Digital signature
 - Password assigned or approved by the Liquor Licensing Board (LLB)



Existing Arrangement for Electronic Submission

Digital signature

- Only a small number of applicants equipped with a digital signature
- Low utilisation rate of e-applications

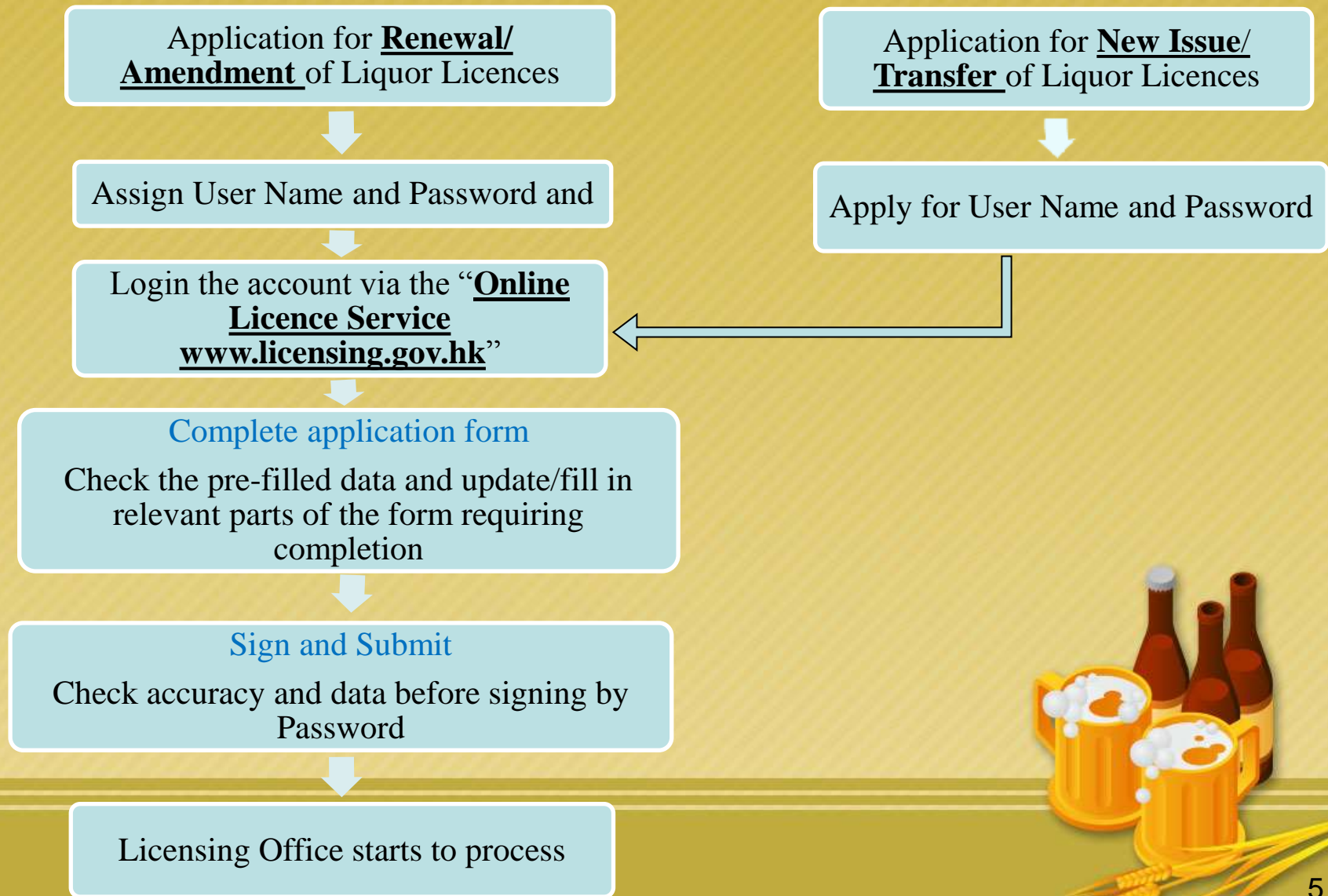


Facilitation for E-Applications

Use of password assigned or approved by the LLB



Flowchart of E-Application



E-Application Demonstration

The screenshot shows a web browser window with the URL licensing.gov.hk. The page title is "Online Licence Services" and it includes language options for English, 繁體中文, and 简体中文. The main heading is "Liquor / Club Liquor Licence > To apply for new licence / licence transfer...".

On the left, there is a navigation menu with the following items: Online Demo, Overview of the Liquor/Club Liquor Licence Application, Digital Certificates and Authentication, About Online Payment, Account Policy, Download Forms, and Contact Us.

The main content area contains the following text:

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.

Below the text is a link: [Proceed to create account](#)

The "Login Your Account" form is displayed with the following fields and options:

- Please enter the User Name and Password.
- User Name:
- Password:
- [Forgot Password](#)
-

At the bottom left, there is a link for [Important Notices](#).

Log in with User Name & Password

E-Application Demonstration

The screenshot displays the 'Online Licence Services' interface for 'licensing.gov.hk'. The user is logged in as 'L095614NW001'. The main navigation menu includes 'Message Box', 'Create Application', 'Draft/Application', 'Payment', 'Profile', 'Online Demo', 'Overview of the Liquor/Club Liquor Licence Application', 'Digital Certificates and Authentication', 'About Online Payment', 'Account Policy', 'Download Form', and 'Contact Us'. The current page is titled 'Liquor / Club Liquor Licence > Already have a licence...'. A progress bar shows four steps: 1. Select service, 2. Login, 3. Complete form (highlighted in red), and 4. Send application. Below the progress bar, a table details the steps: Step 1: Fill in the Form; Step 2: Upload Supporting Documents (for digital signature user only); Step 3: Sign Form. The main content area provides information about the Liquor Licensing Board (LLB) and states: 'To complete the online submission of application for renewal or amendment of liquor licence, you are required to produce a valid digital certificate, a password assigned or approved by Liquor Licensing Board.' It also mentions that if submitting in person or by post, the applicant must print and sign the form before submission. At the bottom, there is a section for selecting the application type. The 'Licence Type' is set to 'Liquor Licence'. Under 'Application Type', the following options are listed: Renew licence (selected and circled in red), Amend licence, Notification of change, Cancel licence, Licence copy, Temporary absence, and Employment of young person. A yellow callout box with the text 'Select type of application' and an arrow points to the 'Renew licence' option. A 'Confirm' button is visible at the bottom right of the selection area.

Step 1
Fill in the Form

Step 2
Upload Supporting Documents
(for digital signature user only)

Step 3
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 sign on the electronic form with a digital signature, or a password assigned or approved by Liquor Licensing Board (LLB). **To complete the online submission of application for renewal or amendment of liquor licence, you are required to produce a valid digital certificate, a password assigned or approved by Liquor Licensing Board.**

If you would like to submit completed application form to Licensing Offices in person or by post, the system allows applicants to prepare the applications online. To complete the application process, you must print and sign on the completed application form before submission to Licensing Offices together with supporting documents to the Licensing Offices in person or by post within 30 calendar days. On receipt of the duly signed form, the Licensing Office will start to process the application.

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

Licence Type
 Liquor Licence

Application Type

- Renew licence
- Amend licence
- Notification of change
- Cancel licence
- Licence copy
- Temporary absence
- Employment of young person

Confirm

Select type of application

E-Application Demonstration

licensing.gov.hk Online Licence Services

本人同意將所有政府部門向酒牌局提供該部門持有有關本人的個人資料，供酒牌局處理本人向酒牌局遞交的酒牌續期申請，以及用於與上述申請有直接關係的用途。
I hereby give consent to all Government Departments to provide my personal data kept by the Departments to the Liquor Licensing Board for the purpose of, or any purpose directly related to, the handling of my application for renewal of liquor licence made to the Liquor Licensing Board.

本人有意為上述酒牌申請酒牌續期。本人明白酒牌局不會受理在酒牌期滿前超過四個月提出的續期申請；本人亦明白酒牌局如未能在酒牌期滿前最少三個月內提交，則酒牌將被註銷及時發賣為廢牌。若酒牌的有效期為三個月，本人明白酒牌局不會受理在酒牌期滿前超過二個月提出的續期申請；本人亦明白酒牌局如未能在酒牌期滿前最少兩個月內提交，則酒牌將被註銷及時發賣為廢牌。

I intend to apply for renewal of the liquor licence in respect of the abovesaid premises. I understand that the Board will not accept application for renewal more than 4 months prior to the expiry of the licence, and if I fail to submit my application to the Board at least 3 months prior to the expiry of the licence, the licence may not be renewed by the Board in time. Where the period of liquor licence is 3 months, I understand that the Board will not accept application for renewal more than 2 months prior to the expiry of the licence and if I fail to submit my application to the Board at least 2 months prior to the expiry of the licence, the licence may not be renewed by the Board at time.

倘未有足夠空間填寫答案，請另用白紙填寫。如未能提供足夠資料，可能會處理這宗申請的工作有所延誤。
If insufficient space is available for your answer, please continue on a blank sheet of paper. Failure to provide sufficient information may result in delay in processing your application.

1. 證人 Referee
姓名：(中文)
Name: (English)
住址： Residential Address
電話號碼： Tel. No.
本人認識申請人的時間有： I have known the applicant for a period of

2. 證人 Referee
姓名：(中文)
Name: (English)
住址： Residential Address
電話號碼： Tel. No.
本人認識申請人的時間有： I have known the applicant for a period of

Back Save Draft Validate Form and Proceed

Fill in the form and proceed

E-Application Demonstration

The screenshot shows the 'Online Licence Services' website. The browser address bar displays 'licensing.gov.hk/ullp/ig-statususer/NoA3endvapplication'. The user is logged in with 'Login: L095614NW001' and the 'Date of Enquiry: 23/09/2015'. The page title is 'Liquor / Club Liquor Licence > Already have a licence...'. A progress bar at the top indicates the current step: 1. Select service, 2. Login, 3. Complete form (highlighted in red), 4. Send application. Below the progress bar, a table lists the steps:

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

Below the table, the user is prompted to choose a sign and submit method:

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.

A yellow callout box with a black border and an arrow pointing to the 'By Password' option contains the text: 'Proceed to submission by Password'. A 'Continue' button is visible at the bottom right of the form area.

E-Application Demonstration

2. 證明人 Referee

姓名：(中文)

Name: (English)

住址：
Residential Address

電話號碼：
Tel. No.

本人認識申請人的時間為：
I have known the applicant for a period of

本人有意為上述處所申請酒牌續期。本人明白貴局不會受理在牌照期滿前四個月提出的續期申請；本人亦明白續期申請如不能在牌照期滿前最少三個月內提交，則酒牌未必能及時獲發與續期。若酒牌的有效期為三個月，本人明白貴局不會受理在牌照期滿前超過三個月提出的續期申請；本人亦明白續期申請如不能在牌照期滿前最少兩個月內提交，則酒牌未必能及時獲發與續期。

I intend to apply for renewal of the liquor licence in respect of the abovesaid premises. I understand that the Board will not accept application for renewal more than 4 months prior to the expiry of the licence and if I fail to submit my application to the Board at least 3 months prior to the expiry of the licence, the licence may not be renewed by the Board at time. Where the period of liquor licence is 3 months, I understand that the Board will not accept application for renewal more than 3 months prior to the expiry of the licence and if I fail to submit my application to the Board at least 2 months prior to the expiry of the licence, the licence may not be renewed by the Board in time.

本人同意將有關政府部門向酒牌局提供該部門持有有關本人的個人資料，供酒牌局處理本人向酒牌局提交的酒牌續期申請，以及用於與上述申請有關接駁用途。

I hereby give consent to all Government Departments to provide my personal data kept by the Departments to the Liquor Licensing Board for the purpose of, or any purpose directly related to, the handling of my application for renewal of liquor licence made to the Liquor Licensing Board.

倘未有足夠空間填寫答案，請另用白紙填寫。如未能提供
If insufficient space is available for your answer, please use separate sheet of paper. If insufficient information may result in delay in processing your application.

Step 2 : Upload Supporting Documents

Below is the checklist of the supporting documents for this application/draft. Please select the supporting document by clicking "Choose" for selection and then click "Upload" to confirm submission of the document(s). You may click "Clear" to clear the selection if you have selected the wrong document.

Document Type	Submitted ?	Last Submission Date	Attachment	Submit Supporting Documents
Photo	No	-	-	瀏覽... Clear
Renew licence reply slip	No	-	-	瀏覽... Clear

Back Upload Confirm

Upload supporting documents and confirm to proceed

E-Application Demonstration

The screenshot displays the 'Online Licence Services' website. The main form is for a 'Referee' (referee) and includes fields for 'Name (English)', 'Residential Address', and 'Tel. No.'. A dialog box is overlaid on the form, containing the following text:

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 are 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.

Below the terms and conditions, there are input fields for 'Login Password:' (masked with asterisks) and 'Acknowledgement Email send to: (Email address same as in Profile)' (containing 'abc@gmail.com'). A yellow callout box with an arrow points to these fields, containing the text: 'Enter password and email address to complete submission'. At the bottom of the dialog box are 'Submit' and 'Close' buttons.

Below the dialog box, there is a table titled 'Supporting document required for your application':

Document Type	Submitted ?	Last Submission Date	Attachments	Submit Supporting Documents
Photo	No	-	-	瀏覽... Clear
Renew licence reply slip	No	-	-	瀏覽... Clear

At the bottom of the page, there are 'Back', 'Upload', and 'Confirm' buttons.

E-Application Demonstration

The screenshot displays the 'Online Licence Services' web portal. The browser address bar shows the URL 'http://www23.licensing.gov.hk/online/lic/status/userWorkForm/apply.html'. The user is logged in as 'L095614NW001'. The main content area shows a confirmation message: 'Form has been submitted successfully'. Below this message, the following details are listed:

Transmission No.	: L095614NW001_20160923122332
Sent Date	: 2016-09-23 12:23:32 PM
Licence Type	: Liquor Licence
Application Type	: Renew licence

At the bottom of the message box, there are 'Exit' and 'Continue' buttons. A yellow callout box with the text 'Application Complete' has an arrow pointing to the confirmation message. The left sidebar contains various navigation links such as 'Message Box', 'Create Application', 'Draft/Application', 'Payment', 'Profile', 'Online Demo', 'Overview of the Liquor/Club Liquor Licence Application', 'Digital Certificates and Authentication', 'About Online Payment', 'Account Policy', 'Download Form', and 'Contact Us'. At the bottom of the page, there is a link for 'Important Notices'.

Implementation Timetable

- First Phase

- Application of renewal/ amendment of liquor licences
- July 2016

- Second Phase

- Application of new issue/ transfer of liquor licences
- October 2016



Advantages

+ Convenient

+ Easy

+ Fast

+ Green



Thank you

