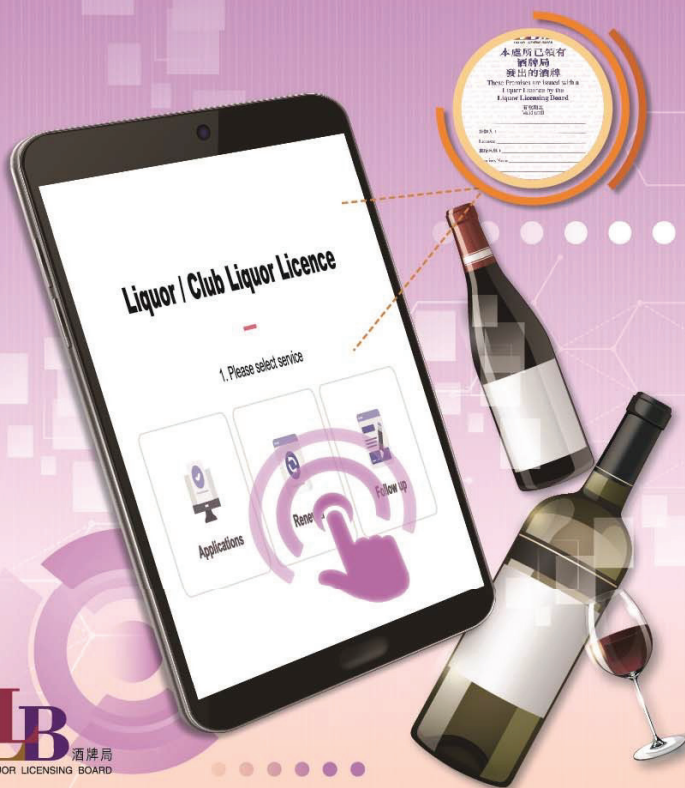


Online Licence Services

Application for Liquor Licence / Club Liquor Licence



1. Liquor Licence/ Club Liquor Licence Application

You can now access the Online Licence Services (OLS) website (www.licensing.gov.hk) to submit the following categories of applications for Liquor Licence and Club Liquor Licence and check the status of your application:

- New licence
- Transfer licence
- Renew licence
- Amend licence
- Revoke Licence
- Licence copy
- Temporary absence
- Employment of young persons

2. Create Account and Login Methods

Application for liquor licence and club liquor licence can be made easily through the OLS website by creating a new account or logging in to a valid account. You can access the website by the following login methods:

i "iAM Smart"



If you are an "iAM Smart" user, your single digital identity will enable simple sign up and secure login to the OLS website. With your authorisation, the system will transmit your personalised data in "iAM Smart" for login purpose. By upgrading the account to "iAM Smart+", you can submit application by using digital signing instead of account password.

ii Password Letter



You can submit your liquor licence or club liquor licence application at the OLS website by using the login name and password assigned to you by the Liquor Licensing Board.

iii Personal Digital Certificate



You can also log in to your OLS account by uploading your digital certificate, so as to process applications for liquor licence or club liquor licence.

3. System Functions

The OLS system has added the following functions to allow users to experience enhanced convenience and efficiency in the application process.

- a** Instant error message:
An instant error message will appear under the required field on the application form to prompt you for correction immediately.
- b** Save the unfinished application form:
An unfinished application form can be saved at any time, so that you can return to complete it later.
- c** Auto form-filling:
The OLS system will automatically fill in the particulars of the licensee and the premises concerned on the application form if it is an application for renewal or amendment of liquor licence/club liquor licence.
- d** e-ME form-filling:
An account on the OLS website can be created using the account information from "iAM Smart" (see 2(i)). You can enjoy the convenience of auto form-filling as the "e-ME" function of "iAM Smart" will save you the need to fill in the same personal information (such as residential address, email address and contact phone number, etc.) that you have input to the e-ME profile.
- e** Digital signing:
You can use "iAM Smart+" for digital signing. Registration of "iAM Smart+" is totally free of charge. For details, please visit the "iAM Smart" website.
- f** Progress bar and application progress:
You can check your completion progress of a form by referring to the progress bar on the screen during form-filling, and track your application progress on the "Application Status" page at "My Account".

4. Payment Methods

The OLS website accepts credit cards (Visa/ Master / JCB/ Union Pay) and Payment by Phone Service (PPS).

5. Browsers Support

The OLS website no longer supports Microsoft's Internet Explorer. For better user experience, we recommend you use the latest versions of the following browsers:

- Google Chrome
- Mozilla Firefox
- Apple Safari

For details of online application for Liquor Licence/ Club Liquor Licence, please visit:

<https://www6.licensing.gov.hk/eulp/lip-status/web/welcome/index.html?lang=en>

