

Online Licence Services for Applications for Liquor Licences and Club Liquor Licences

With effect from 1 August 2010, the Liquor Licensing Board accepts **electronic applications for Liquor Licences and Club Liquor Licences**. The “Online Licence Services” website (www.licensing.gov.hk) provides electronic licence services to facilitate applicants in submitting their Liquor Licence or Club Liquor Licence applications, and checking their application status online.

For security reason, personalised on-line services are provided to users with accounts only. Accounts will be created for existing licensees of Liquor Licences and Club Liquor Licences if they have not yet applied online. Letters with user names and passwords will be delivered to the licensees in batches by post by Liquor Licensing Offices of the Food and Environmental Hygiene Department (“Liquor Licensing Offices”). If applicant does not yet have an online user account, please provide your personal profile to apply for an account online.

Through the above website, applicant can complete the application form in respect of Liquor Licence/Club Liquor Licence online, sign on the form with digital signatures and submit it to the respective Liquor Licensing Office. After submission, applicant can also follow up with the application and check the status of the application through the website.

It is recognised that applicants of Liquor Licences and Club Liquor Licences may not be ready to produce digital signatures but would like to enjoy the convenience of electronic services. The website allows applicants to prepare the applications without digital signatures and send the applications to the respective Liquor Licensing Offices. However, to complete the application process, the applicants must print the completed application forms, sign on the relevant parts by respective persons and submit the signed copies to the respective Liquor Licensing Offices in person or by dispatch. On receipt of the duly signed forms, the respective Liquor Licensing Offices will then start to process the applications.