

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. Letters with assigned 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 or **a password assigned or approved by Liquor Licensing Board** 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.

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 through your user accounts. 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.