

To: Secretary, Liquor Licensing Board
c/o (address of regional licensing office concerned
Tel. No.: Fax No.:)

Dear Sir/Madam,

**Application for Temporary Absence of Liquor Licensee
for a Period Not Exceeding 25%¹ of the Number of Days of the
Validity Period of the Licence**

[Applicable to liquor licensee who will resume duty after temporary absence]

Shop sign : _____

Address of the Premises : _____

I, _____ (_____) holder of
(English name of Licensee) (Chinese name)

HKID Card No.: _____ (_____), 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 25%
(dd/mm/yyyy) (dd/mm/yyyy)

of the number of days of the validity period of the licence) on the grounds that _____

I shall resume duty as the liquor licensee on _____ .
(dd/mm/yyyy)

I should be grateful if you would authorise _____
(English name of the Authorised Person)

(_____), holder of HKID Card No: _____ (_____), to manage the licensed
(Chinese name)

premises during my absence. The proposed authorised person has/has not* been appointed as the reserve licensee in respect of the captioned liquor licensed premises. I understand that before the proposed person is authorised 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 Hong Kong Police Force 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.

(Signature of Licensee)

Date: _____

* Please delete where appropriate.

¹ Pursuant to Regulations 24(2), (3) and (4) of the Dutiable Commodities (Liquor) Regulations (Cap. 109, sub. leg. B), the maximum period (or the aggregate of the periods) is capped at 25% of the number of days of the validity period of the liquor licence, and for a liquor licence with a validity period of more than one year, each period must not exceed 90 days (and the aggregate of the periods must not exceed 90 days within any 12 consecutive months in the validity period of the licence).

(To be completed by the Authorised Person (see Note))

I, _____ (_____), holder of
(English name of the Authorised Person) (Chinese name)

HKID Card No.: _____ () (Tel. No.: _____ Fax No.: _____),
has/has 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
(dd/mm/yyyy) (dd/mm/yyyy)

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 Hong Kong Police Force to the Liquor Licensing Board for the purpose of, or
any purpose related to, the handling of the above application for temporary absence made to
the Liquor Licensing Board.

(Signature of Authorised Person)

Date: _____

Please enclose the following documents:

1. A copy of the authorised person's identification document and 1 recent photograph.
2. A certificate of leave/temporary absence from the company/employer if the applied period of absence exceeds 10 days.

Note: If the proposed authorised person has been appointed as reserve licensee, this application form should be submitted at least 7 working days before the start date of the temporary absence, regardless of whether the applied period of absence exceeds 30 days or not.

If the authorised person has not been appointed as reserve licensee, this application form should be submitted at least 7 working days before the start date of the temporary absence in case the applied period of absence does not exceed 30 days. If the applied period of absence exceeds 30 days, this form should be submitted at least 15 working days before the start date of the temporary absence.

* Please delete where appropriate.