

To: Secretary, Liquor Licensing Board

c/o (address of regional licensing office concerned

Tel. No.:

Fax No.:

)

Dear Sir/Madam,

Application for Authorisation of a Reserve Licensee

[Applicable to a nominated reserve licensee, who will manage the liquor-licensed premises during the absence of the liquor licensee for a period not exceeding 25%¹ of the number of days of validity period of the licence.]

Shop Sign : _____

Address of the Premises : _____

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

HKID Card No.: _____ () (Tel. No.: _____,

Fax No.: _____), hereby confirm that the liquor licensee of the said premises,

_____ (English name of the Licensee) _____ (Chinese name), **will not be able to personally**

manage the liquor-licensed premises with effect from _____ due to:
(dd/mm/yyyy)

- licensee's retirement
- transfer of licensee's shares/business
- licensee's departure from the business
- other reason(s) (please specify): _____

I now apply for approval to manage the said liquor-licensed premises from _____ to _____, and attach a Declaration of the Reserve
(dd/mm/yyyy) (dd/mm/yyyy)

Licensee (FEHB 266B) and documents related to the application². I understand that I shall be deemed to be the liquor licensee of the premises and shall comply with all the licensing conditions specified on the liquor licence during the said period.

Please tick the appropriate box(es).

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).

² Documents related to the application, such as the leave application, medical certificate and resignation letter of the liquor licensee, or the letter of dismissal issued by the business owner of the liquor-licensed premises, to prove that the licensee is temporarily not able to personally manage the liquor-licensed premises.

I also understand that if I have been appointed as the reserve licensee of other liquor-licensed premises, my appointment in respect of these premises will become invalid during the said period.

I hereby give consent to the Commissioner of Police to provide my personal data kept by the Hong Kong Police Force to the Secretary of the Liquor Licensing Board for the purpose of, or any purpose related to, the handling of the above application.

(Signature of Reserve Licensee)

Date: _____

(To be completed by the Licensee/Business Owner³)

I, _____ (_____), holder of HKID Card
(English name of Licensee/Business Owner*) (Chinese name)

No.: _____ (____), agree to allow the above reserve licensee to manage the said liquor-licensed premises from _____ to _____, during which
(dd/mm/yyyy) (dd/mm/yyyy)
the licensee will not be able to personally manage that liquor-licensed premises.

(Signature of Licensee/Business Owner*)

Date: _____

Note: The reserve licensee should submit this Application for Authorisation of a Reserve Licensee form and a Declaration of the Reserve Licensee at least 7 working days before the start date of the absence of the licensee. The Secretary of the Liquor Licensing Board will consider granting the authorisation within 2 to 4 working days after vetting the application. The Secretary has the right to withdraw the authorisation if it is confirmed that the reserve licensee is not a fit and proper person for the nomination.

* Please delete where appropriate.

³ In case of sudden departure of the licensee, whose signature thus cannot be obtained, the business owner may sign the declaration. In that event the business owner is also required to submit a written statement with supporting documents to the Secretary of the Liquor Licensing Board giving the reason for his signature.