

**REPORT OF COMPLIANCE FOR THE GRANT OF
FULL () LICENCE**

To: Assistant Secretary,
Hong Kong & Islands/Kowloon/New Territories* Licensing Office,
Food and Environmental Hygiene Department

Name of applicant: (English) _____ (Mr./Ms.*)
(Chinese) _____

Address of premises: _____

Tel. no.: _____ Fax no.: _____

With reference to my application for a Full _____
_____ Licence in respect of the above-mentioned premises dated
_____, I wish to confirm that I have complied with all licensing requirements contained in
(dd/mm/yyyy)
your letter referenced _____ dated _____ and the Director
(dd/mm/yyyy)
of Fire Services' letter(s) referenced _____ dated _____*
(dd/mm/yyyy)
and referenced _____ dated _____*
(dd/mm/yyyy)

and enclose herewith the following certificates of compliance and documents:

- (a) Certificate of Compliance (Health Requirements) for Full Food Business Licence[#]
- (b)* Certificate of Compliance UBW-2 (Free of Unauthorised Building Works Requirements)
- (c)* A duly completed nomination form for Hygiene Manager and/or Hygiene Supervisor together with a copy of course certificate(s) of Hygiene Manager and/or Hygiene Supervisor[@]. For Hygiene Supervisor who has completed a hygiene supervisor training course organised by the Food and Environmental Hygiene Department (FEHD) and is awarded a certificate, submission of a copy of course certificate is not required
- (d)* Photocopy of Fire Services Certificates issued by the Fire Services Department[@]
- (e)* Photocopy of Letter of Compliance for Ventilating System issued by the Fire Services Department[@]

I understand that all matters covered by the enclosed certificates and documents are subject to verification by the Licensing Authority. In case any enclosed certificates and documents is found to be false, incorrect or misleading, whether willfully so or otherwise, the licence may be cancelled.

Date (dd/mm/yyyy) _____
Signature of applicant

* Please delete where appropriate.

All the documents required under the licensing requirements (e.g. final layout plans, final ventilating system layout plans, electrical installation certificate, food supplier's certificate, Certificate of Compliance (Cat. 1 Requirements) and Certificate of Compliance (Cat. 2 Requirements) for the Buildings Department's requirements (if required), etc.) should be submitted to FEHD and have to be accepted by the FEHD.

@ The original copy of Fire Services Certificate and Letter of Compliance for Ventilating System issued by the Fire Services Department (where appropriate) and course certificate(s) of Hygiene Manager and/or Hygiene Supervisor should be presented to FEHD's staff for checking.