

**AMUSEMENT GAME CENTRES ORDINANCE, CAP. 435**  
**APPLICATION FOR RENEWAL OF LICENCE**

(Please read the guidance notes before completing this form)

See  
Note 1

**A. Particulars of Licensee**

- 1. Name of Licensee : (Mr/Miss/Ms\*) \_\_\_\_\_
- 2. Name in Chinese : \_\_\_\_\_ 3. HK I/D Card No.: \_\_\_\_\_( )
- 4. Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_
- 5. Contact Tel. No. : \_\_\_\_\_
- 6. Address of Licensed Premises : \_\_\_\_\_  
\_\_\_\_\_
- 7. Tel. No. of Licensed Premises : \_\_\_\_\_
- 8. Fax No. of Licensed Premises : \_\_\_\_\_

See  
Note 2

9. Status of the business (As indicated on the Business/Branch Registration Certificate)

- Individual
- Partnership
- Body Corporate

10. Status of the licensee

- Sole proprietor
- Partner on behalf of a partnership
- Employee on behalf of :  a sole proprietorship
- a partnership
- a body corporate
- others (Please specify) \_\_\_\_\_

and my position is \_\_\_\_\_

- Director/shareholder on behalf of a body corporate
- others (Please specify) \_\_\_\_\_

See  
Note 3

11. Name of Business (As shown on the Business/Branch Registration Certificate) :

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See  
Note 4

12. I wish to apply for renewal of licence:

for one year                       for less than one year up to \_\_\_\_\_

See  
Note 5

13. Explanation on late submission (*This section must be completed if the application is submitted less than 60 days prior to the expiration of the licence*) :

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**B. Declaration**

I declare that the information supplied by me in this application and the documents attached are, to the best of my knowledge and belief, both true and correct.

I declare that I shall observe the relevant provisions in the Amusement Game Centres Ordinance and all the licence conditions governing the operation of amusement game centres.

Date : \_\_\_\_\_ Signature : \_\_\_\_\_

**WARNING**

Any person who furnishes any information which he knows or has reason to believe to be false in any material particular or by reason of the omission of any material particular or furnishes any information without any belief in the truth or accuracy of the information supplied shall be guilty of an offence under the Amusement Game Centres Ordinance (Cap. 435) and may prejudice the application. This Authority may invoke section 9(2)(b) of the said Ordinance to revoke the licence even after the application for renewal of licence has been approved.

Remarks: \* Delete if not applicable

Tick (✓) as appropriate

## **Guidance Notes**

- (1) An application for renewal of licence must be signed and submitted by the licensee not less than **60 days prior to the expiration of the existing licence** with the following documents:
  - (a) three copies of the layout plan approved for the current licence and endorsed by the licensee to be a true and accurate representation of the layout of the centre;
  - (b) a photocopy of the Periodic Test Certificate (Form WR2) issued by a registered electrical worker, with the endorsement of Director of Electrical and Mechanical Services, and endorsed by the licensee to be a true copy of the certificate. Form WR2 will be accepted only if it has a valid period covering no less than six months or half of the licence period under application, or whichever is the less. In case the validity period of the WR2 is less than six months or half of the licence period under application, it should at least cover the first month of the licence period under application and the licensee should confirm in writing that a fresh WR2 will be submitted before the expiry date of the existing WR2; and
  - (c) a photocopy of the Fire Service Installations and Equipment Certificate (FS 251) issued by a registered fire service installation contractor and endorsed by the licensee to be a true copy of the certificate. A Fire Service Installations and Equipment Certificate (FS 251) is valid for one year from the date of issue. A certificate will be accepted only if it has a validity period covering no less than six months or half of the licence period under application, whichever is the less.

If you wish to renew your licence on the basis of a new layout for your centre, you should submit an application for amendment or variation of the conditions or particulars of a licence (Form T-2) and the new layout of centre, alongside your application for renewal of licence.

- (2) An up-to-date copy of the Business/Branch Registration Certificate (Form 2) issued by Inland Revenue Department and certified by the licensee should be submitted.
- (3) State the name of your business according to the Business/Branch Registration Certificate (Form 2).
- (4) State the period you wish to have your licence renewed. If you wish to renew your licence for less than one year, specify the last date of your licence under application.
- (5) Explain in writing if you fail to submit your application at least 60 days prior to the expiration of your current licence.
- (6) The personal data provided by you in this application form will be used for the following purposes :
  - (a) to facilitate assessment of the application for renewal of licence;

(b) to facilitate enforcement of the laws, regulations or condition in respect of the licence; and

(c) to facilitate communication between Government and yourself on your application and other relevant licensing matters.

The form must be completed in full. If you do not provide sufficient information, we are unable to process your application.

(7) The personal data you provide may be transferred to other Government bureaux and departments for the purposes mentioned in Note (6) above.

(8) For correction of or access to personal data given by you in this form, please contact the Licensing Officer (Amusement)11 at 2594 5813.