

APPLICATION FOR APPROVAL TO EMPLOY ASSISTANT
(To be completed in duplicate)

PART I (To be completed by Licensee)

Ref. : _____

Type of Licence : _____

Name of Licensee : (Mr / Mrs / Ms) * _____ ID No. : _____
(Name in full)

Address of Licensed Premises : _____

_____ Tel. No. : _____

Name of Business : _____

To : Commissioner for Television and Entertainment Licensing

APPLICATION FOR APPROVAL TO EMPLOY ASSISTANT

I wish to apply for your approval to employ the following person to be an assistant for my above licensed premises :

Name (English) : (Mr / Mrs / Ms) * _____
(Name in full)

(Chinese): _____

Date of Birth : _____ Age : _____

Place of Birth : _____

Nationality : _____

H.K. Identity Card No. : _____

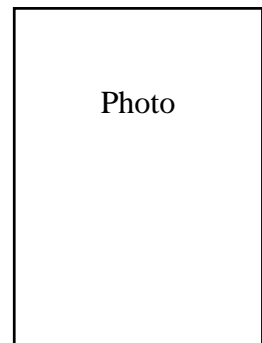
(Please enclose a photocopy of the Identity Card)

Chinese Commercial Code No. : _____

Residential Address : _____

_____ Tel. No. : _____

Nature of Employment : _____



- * The proposed employee has NOT been convicted of a criminal offence within the last five years in Hong Kong or elsewhere. (N.B. A criminal conviction is not necessarily a barrier to employment.)
- * The proposed assistant has been convicted of a criminal offence in Hong Kong or elsewhere. Details of his/her* convictions are given below (use separate sheet if space provided is insufficient):

<u>The Offence(s)</u>	<u>Penalty imposed</u>	<u>Date of conviction</u>	<u>Court which tried the offence</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I declare that :

- (a) the information given by me above is, to the best of my knowledge and belief, both true and correct; and
- (b) I have ascertained that the proposed employee is lawfully employable in Hong Kong under Immigration Ordinance (Chapter 115).

Date : _____ Signature of Licensee : _____

PART II (To be completed by the proposed employee)

- 1. I confirm that the information supplied by the Licensee above is both true and correct.
- 2. I hereby authorize the Commissioner of Police to release full particulars of my criminal convictions (if any) in the last 5 years to the Commissioner for Television and Entertainment Licensing.

Date : _____ Signature of Proposed Employee : _____

Notes for Licensee and Proposed Employee

- 1. The personal data provided above will be used for the following purposes :
 - (a) to facilitate assessment of the application for approval to employ assistant for the above licensed premises;
 - (b) to facilitate enforcement of the laws, regulations or conditions in respect of the above licence; and
 - (c) to facilitate communication between Government and yourselves on your application and other relevant licensing matters.
- 2. The information you provide may be transferred to other Government bureaux and departments for the purposes mentioned above.
- 3. This form must be completed in full and duly signed by the Applicant and the Proposed Employee. Failure to do so may render the application invalid and liable to be rejected.
- 4. Any falsification of information may not only result in the Commissioner's refusal to give approval, but it is also an offence in law.
- 5. For correction of or access to personal data given by you in this form, please contact the Licensing Officer (Miscellaneous Licences)1 at 2594 5815.

* Delete whichever is inapplicable

(Revised 6/06)

PART III (To be completed by TELA's staff)

This Authority received on the morning of _____ an application regarding
_____ (HKID No.: _____) for working in
_____ as an assistant.

TELA's Chop