

# Business Liaison Group Meeting for Recreational Clubs

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SPEAKERS: MS ALICE NG & MS AMBER LAU

OFFICE OF LICENSING AUTHORITY  
HOME AFFAIRS DEPARTMENT

DATE: 14 NOVEMBER 2024



# Content

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- **Agenda 1.1: Provision of e-services for Certificate of Compliance (CoC)**
- **Agenda 1.2: Alteration and refurbishment application and provision of related online submission services**



# Agenda 1.1

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## **Provision of e-services for Certificate of Compliance (CoC)**



# Provision of online services for Certificate of Compliance (CoC)

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E-tracking

E-payment

E-licence

E-submission



# E-tracking

- Applicants can check the status of their applications at the Licence Application Tracking Facility website ([www.licensing.gov.hk](http://www.licensing.gov.hk))

## On-line Licence Application Tracking

English 繁體中文 简体中文

Case Reference: XXXXXXXXXX      Expiry Date Of Current Licence: XXXXXXXX  
Type of Licence: **Clubhouse Cert of Compliance**      Date of Receiving Application: XXXXXXXX  
Type of Application: **Renewal Application**      Last Issue Date of Verbal / Written Warning / Outstanding Works: -  
Due Date for Completing Works: -

Renewal application submitted not less than 3 months before expiration: **No**

**In Progress**

About the Icons

- Pass / Completed
- In Progress
- Processing Withheld
- Fail
- Not Started / Applicable

	Ready To Process	Inspection/Compliance Check	Inspection/Compliance Check Result	Application Result
Office of Licensing Authority, HAD				
Administration Team (AT)	✓			○
Building Safety Unit (BSU)		⚙️		○
Fire Safety Team (FST)		⚙️		○



# E-payment and E-licence

## E-payment

- Applicants may choose to make payment through
  - Internet banking
  - PPS
  - FPS
  - E-Cheque



## E-licence

- Applicants may choose to receive a PDF copy of the CoC by email.



CoC



# How to submit a new application for Certificate of Compliance for a Club





**Office of the Licensing Authority**

Home Affairs Department  
The Government of the Hong Kong Special Administrative Region

[About Us](#)

[What's New](#)

[Licensing Matters](#)

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[Public Forms](#)

[Contact Us](#)



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Text Size

## Useful Search



Entertainment Licences



Licensed Hotels /  
Guesthouses



List of prospective  
hotels / guesthouses  
applying for licence



List of licensed hotels /  
guesthouses applying  
for renewal of licence



(f) Application for Summons to a Witness

(g) Report on Suspected Unlicensed Bedspace Apartment, Club, Hotel/Guesthouse or form]

3. Clubs :

(a) Application for a Certificate of Compliance [PDF] [e-form]

(b) Application for renewal of a Certificate of Compliance [PDF] [e-form]

(c) Application for transfer of a Certificate of Compliance [PDF] [e-form]

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## Notice to Applicant



The issue of the Certificate of Compliance does not in any way exempt or indemnify the holder of the Certificate of Compliance from the consequences of non-compliance with the provisions of any other enacted law of Hong Kong or the consequences of any breach of any other regulations or laws of Hong Kong (including The Law of the People's Republic of China on Safeguarding National Security in the Hong Kong Special Administrative Region).

For the Certificate of Compliance to be issued under Cap. 376, the applicant shall ensure that no activity on the premises with Certificate of Compliance may constitute or is likely to cause the occurrence of an offence endangering national security under the National Security Law or other laws of the Hong Kong Special Administrative Region.

Read the Notice to applicant carefully

1. The applicant should must retain the original or certified copies of any documents which are submitted electronically. The Office of the Licensing Authority may will request the applicant to provide such original or certified copies within a specified period.
2. In choosing premises for a club-house, applicants are required to note the following:

3  I have read the above Notice to applicant. \*

4 I Want To  Start Filling in a New Form  Fill in a Saved Form

4a Fill a New Form

4b

Open a Saved Form

Saved Form File \*

Choose a file or drag and drop  
Accept file format: CSV, XLS, XLSX, DOC, DOCX, PDF

Upload a saved form

Password \*

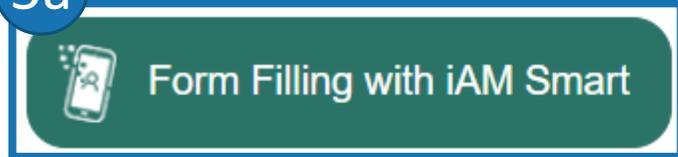
Input the password of the saved form

Cancel Open



5a

You can either use Form filling with "iAM Smart e-ME" or type in your personal information



[More Info](#)

5b

### Information to be completed by the Applicant

Type in the information

Fill in the information and attach the required documents before submission to the Office of the Licensing Authority

Name of Club (in English)

Name of Club (in Chinese)

Address of Club-house \*



6

What is / are the predominant activity(ies) and ancillary activity(ies) offered in the club-house?

Predominant Activities \*

- Eating
- Drinking
- Mahjong
- Karaoke
- Education
- Place of assembly
- Religion
- Beauty Services
- Dancing
- Fitness / Sport
- Darting
- Sauna / Massage
- Snooker
- Internet services
- Retail
- Trade / business association
- Swimming

Ancillary Activities \*

- Eating
- Drinking
- Mahjong
- Religion
- Beauty Services
- Dancing
- Fitness / Sport
- Darting
- Sauna / Massage
- Snooker
- Internet services
- Retail
- Trade / business association
- Swimming

Drinking  
Is Liquor Supplied:  Yes  No

Specify if Liquor is supplied if "Drinking" is selected

Others

Others

Does the club-house contain the following?

- Bar
- Kitchen
- Sleeping accommodation for members
- Sleeping accommodation for staff
- Cubicles for activities
- Changing/shower facilities for members

Others

Specify if "Others" is selected



7

Are the facilities/recreation provided by the club-house restricted to the use of members only \*

Please Choose ...

8a

Please Choose ...

All facilities provided are restricted to the use of members

8b

Some facilities provided are restricted to the use of members.

8a

ALL facilities provided are restricted to the use of members

All facilities provided are restricted to the use of members

The object(s) of the club \*

Text input area for object(s) of the club

The nature of services provided to members \*

Text input area for nature of services provided to members

What is the joining procedure of the club? \*

Text input area for joining procedure of the club

What is the eligibility for membership? \*

Text input area for eligibility for membership

8b

SOME facilities provided are restricted to the use of members

Some facilities provided are restricted to the use of members.

Facilities that are open to non-members include \*

Text input area for facilities open to non-members

The object(s) of the club \*

Text input area for object(s) of the club

The nature of services provided to members \*

Text input area for nature of services provided to members

What is the joining procedure of the club? \*

Text input area for joining procedure of the club

What is the eligibility for membership? \*

Text input area for eligibility for membership



**9** **Status of applicant \***

Individual  Limited Company

**9a** **Status of applicant \***

Individual  Limited Company

**Title of applicant \***

Mr  Mrs  Ms  Miss

**Full name of applicant in English**

**Full name of applicant in Chinese**

**Position held by applicant in club \***

**HK Identity Card Number \***

(  )

**Residential Address \***

**9b** **Status of applicant \***

Individual  Limited Company

**Name of Company in English**

**Name of Company in Chinese**

**Business Registration Certificate number \***

**Company address \***

▼



10

The approved use of the premises under application \*

 Domestic use  Non-domestic use**Read the Declaration by  
applicant carefully**

11

 I declare that: \*

- a. the information given by me in this application is true and correct to the best of my knowledge and belief.
- b. the operation, keeping, management and other control of the club-house above is under my continuous and personal supervision.

**WARNING**

Any person who in or in connection with this application makes any statement or furnishes information, whether such statement be oral or written, which is false in any material particular and which he knows or reasonably ought to know is false in such particular shall be guilty of an offence under the Clubs (Safety of Premises) Ordinance. The supply of such false information may also prejudice the application and any existing Certificate.

Signature \*

Company chop (if applicable)

12



Choose a file or drag it here  
Accept file format: JPG, JPEG, PNG, PDF  
Size up to 10.0 MB

**Upload your  
signature**

13

Please indicate which version of the certificate of compliance you want to apply \*

 Chinese  English

## Attachment of Required Documents

Please refer to the [“Checklist before submission”](#) and upload all the required documents as indicated in the document.

Upload \*

14



Choose files or drag them here  
Accept file format: JPG, JPEG, PNG, PDF  
Total size up to 28.9 MB  
(Could choose multiple files)

Upload Required Documents

15



I have uploaded all required documents. \*



I will provide the original or certified copies of the documents uploaded within a specified period to the Office of the Licensing Authority when informed. \*



16



Please check the following information before submission. You may go back to make changes as needed.

Please check information before submission.

Section to be completed by the Applicant

Please read Notice to applicant and attach the required documents before submission to the Office of the Licensing Authority

Name of Club (in English)

XXXXXXXXXX

Name of Club (in Chinese)

17

Applicant Signature

Sign Here



Sign

17a Sign with iAM Smart  
Sign using "iAM Smart" mobile app

17b Sign with Digital Certificate  
Sign using a digital certificate from a file (.p12)

Sign with iAM Smart

Sign with Digital Certificate

18

Submission Acknowledgement

Please provide your email address if you want to receive acknowledgment

mail



## Filled Form Record

After submission, an acknowledgement file in PDF format with transaction reference number and your filled information will be available for download. You may provide a password to protect that file:

19

- Password must be at least 8 characters
- Password must be including a number, an uppercase letter, a lowercase letter and a special character

Password

Confirm Password

### ATTENTION

The applicant should retain the original or certified copies of any documents which are submitted electronically. The Office of the Licensing Authority will request the applicant to provide such original or certified copies within a specified period.

20

Save

Back

Submit

### Save Form

Save the current form for future form completion (Refers to Step 4b for details)

- Password must be at least 8 characters
- Password must be including a number, an uppercase letter, a lowercase letter and a special character

Password \*

Confirm Password \*

Cancel

Save

Caution: Please securely store this file and its password to enable future form completion by loading the file. This system does not retain any form data associated with this file. Please be aware that if the file is lost or the password is forgotten, the entered data cannot be recovered.



✓ Confirm ✕

Confirm Submit?

21

Cancel OK

 CAPTCHA In-Progress

22

Enter text from image 

Cancel Retry



## Submission Details

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

23

**Print / Download Submitted Form**

**To Print / Download the submitted form for reference**

**Submission Date and Time (YYYY-MM-DD HH:MM)**

2024-08-30 17:36

24

**Transaction Reference Number**

XXXXXXXXXXXXXXXXXXXX

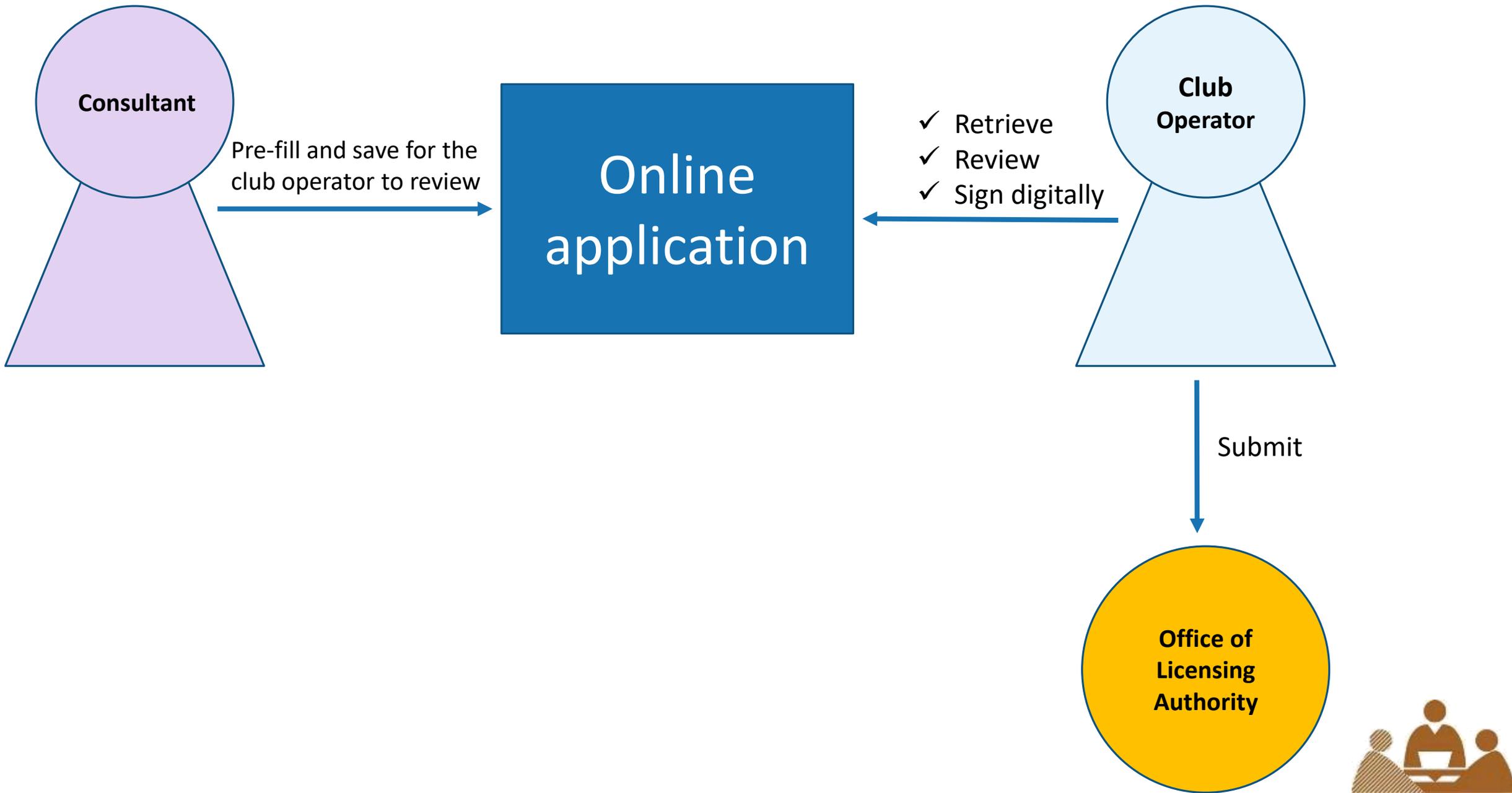
**Please keep this Transaction Reference Number**

Should you have any enquiries, please contact the respective bureau, department or organisation -  
Office of the Licensing Authority  
Hotline: 2881 7034  
Email: [hadlaenq@had.gov.hk](mailto:hadlaenq@had.gov.hk)



Retrieve, review and digitally sign  
the pre-filled online application  
when third party consultant is  
engaged





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Password

Confirm Password

### ATTENTION

- The applicant should retain the original or certified copies of any documents which are submitted electronically. The Office of the Licensing Authority will request the applicant to provide such original or certified copies within a specified period.

Step 1 16 are the same

17

Save

Back

Submit

Consultant

### Save Form

This form data file (the file) will be saved into your current device. Please use a password to protect the file.

**Caution: Please securely store this file and its password to enable future**

**Save the current form for the club operator to review**

- Password must be at least 8 characters
- Password must be including a number, an uppercase letter, a lowercase letter and a special character

Password \*

Confirm Password \*

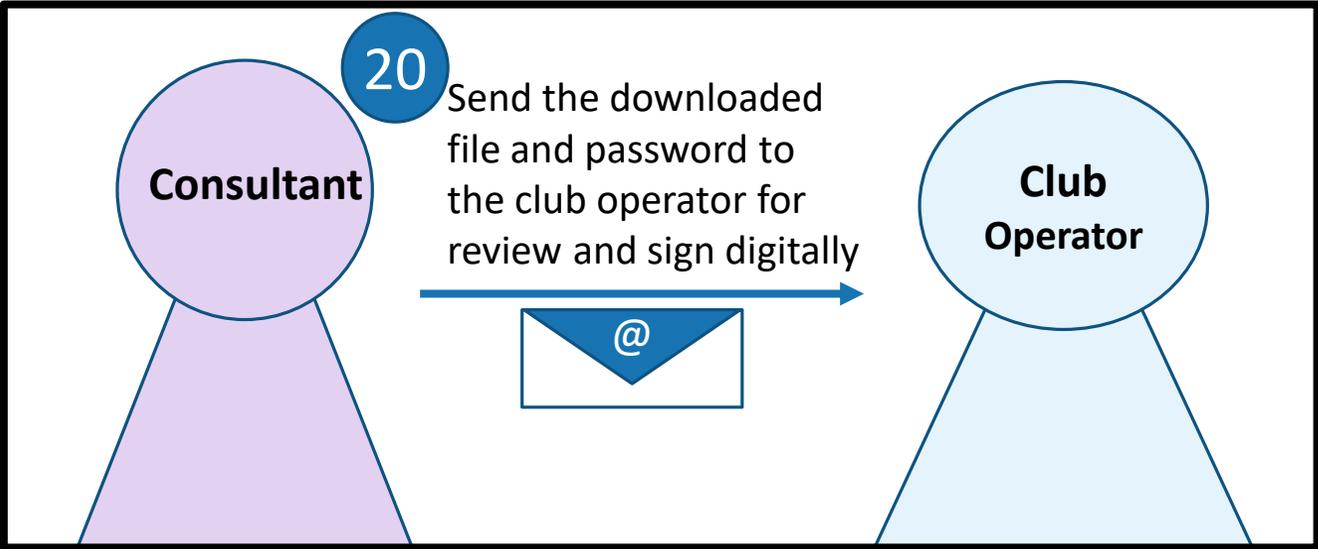
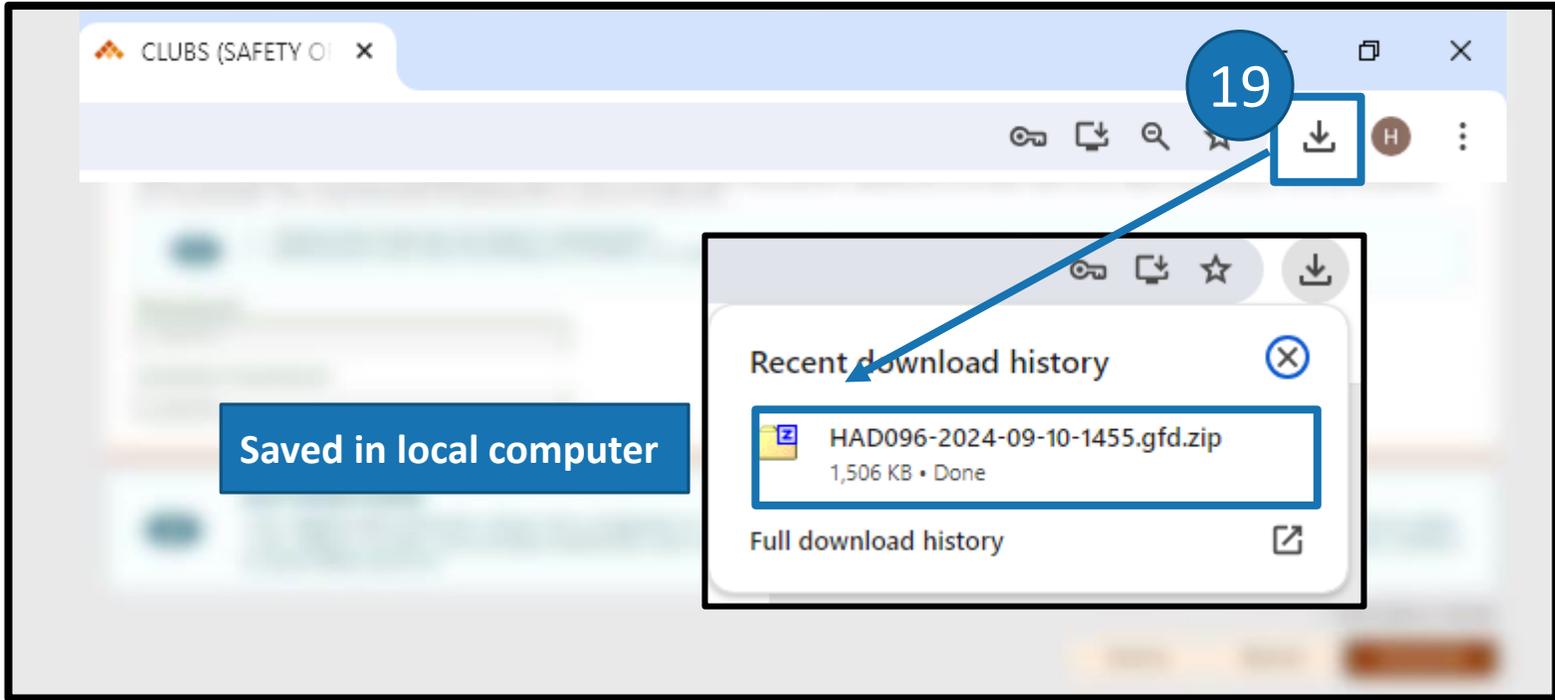
Cancel

Save

18

**Caution: Please securely store this file and its password to enable future form completion by loading the file. This system does not retain any form data associated with this file. Please be aware that if the file is lost or the password is forgotten, the entered data cannot be recovered.**

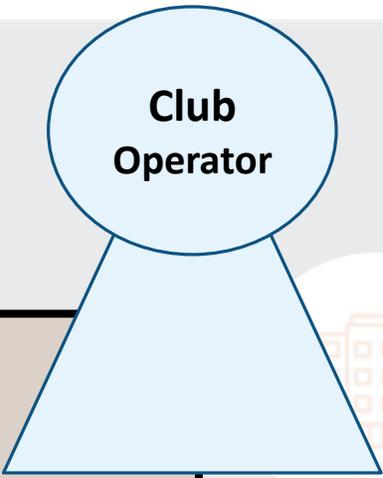






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## Useful Search



3.	Clubs :  (a) Application for a Certificate of Compliance [PDF] <b>[e-form]</b>
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2. In choosing premises for a club-house, applicants are required to note the following:

23

I have read the above Notice to applicant. \*

24

I Want  Start Filling in a New Form  
 Fill in a Saved Form

25

### Open a Saved Form

Saved Form File \*



Choose a file or drag and drop  
Accept file format: PDF

Upload a saved form

Password \*

Input the password of the saved form

Cancel

Open



26



Please check the following information before submission. You may go back to make changes as needed.

Please check information before submission.

### Section to be completed by the Applicant

Please read Notice to applicant and attach the required documents before submission to the Office of the Licensing Authority

Name of Club (in English)

XXXXXXXXXX

Name of Club (in Chinese)

27

### Applicant Signature

Sign Here

### Submission Acknowledgement

Please provide your email address if you want to receive acknowledgment

Email

**Sign**

**28a** Sign with iAM Smart  
Sign using "iAM Smart" mobile app

**28b** Sign with Digital Certificate  
Sign using a digital certificate from a file (.p12)

Sign with iAM Smart

Sign with Digital Certificate

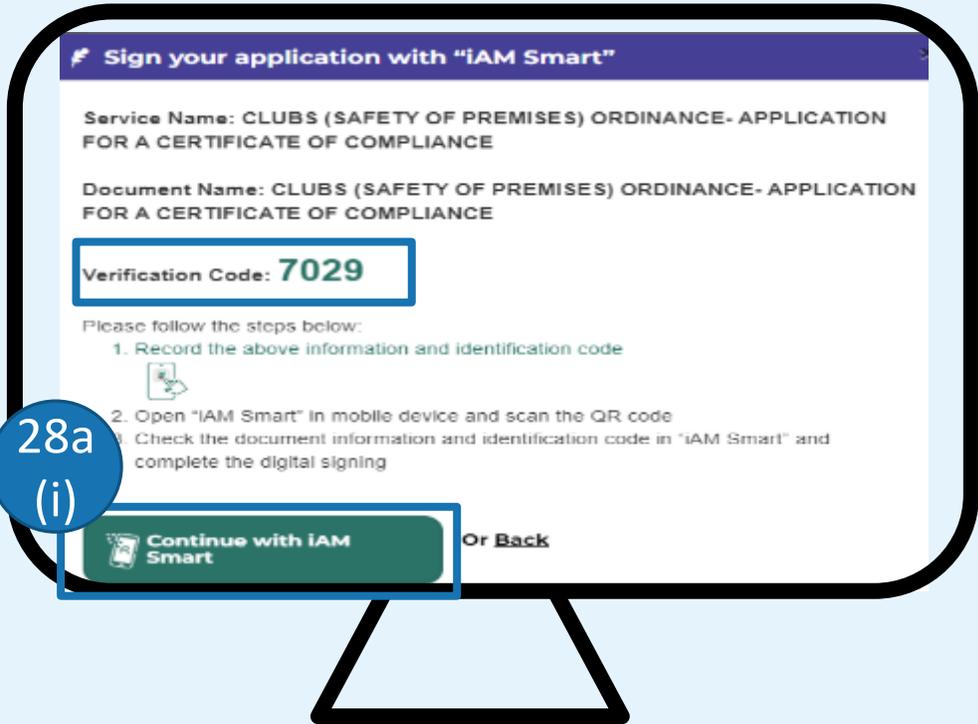
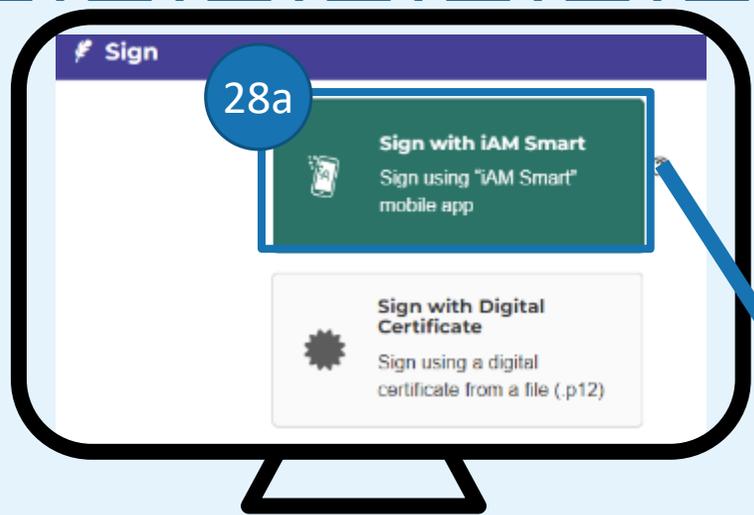


# How to sign digitally with iAM Smart

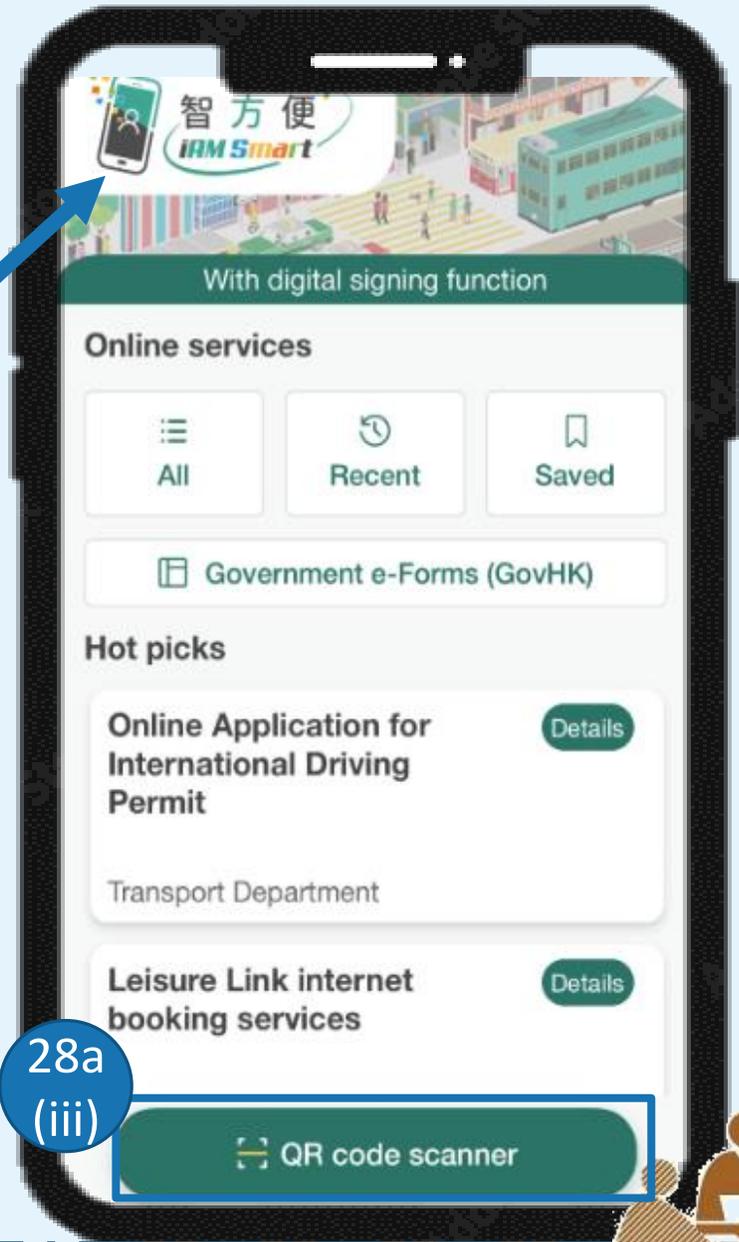


智方便  
*iAM Smart*





Open the iAM Smart application in your mobile phone



iAM Smart

< Back to online service

Digital-signing via iAM Smart :

1. Please open iAM Smart App in your mobile phone
2. Tap the scan button in iAM Smart App
3. Scan the QR Code

28a (iv)



Scan this QR code with iAM Smart application in your mobile phone

2:14 40%

Please check the information of the document to be signed and confirm signing

- Organisation Name  
**Home Affairs Department**
- Service Name  
**CLUBS (SAFETY OF PREMISES) ORDINANCE- APPLICATION FOR A CERTIFICATE OF COMPLIANCE**
- Document Name  
**CLUBS (SAFETY OF PREMISES) ORDINANCE- APPLICATION FOR A CERTIFICATE OF COMPLIANCE**
- Identification Code  
**7029**

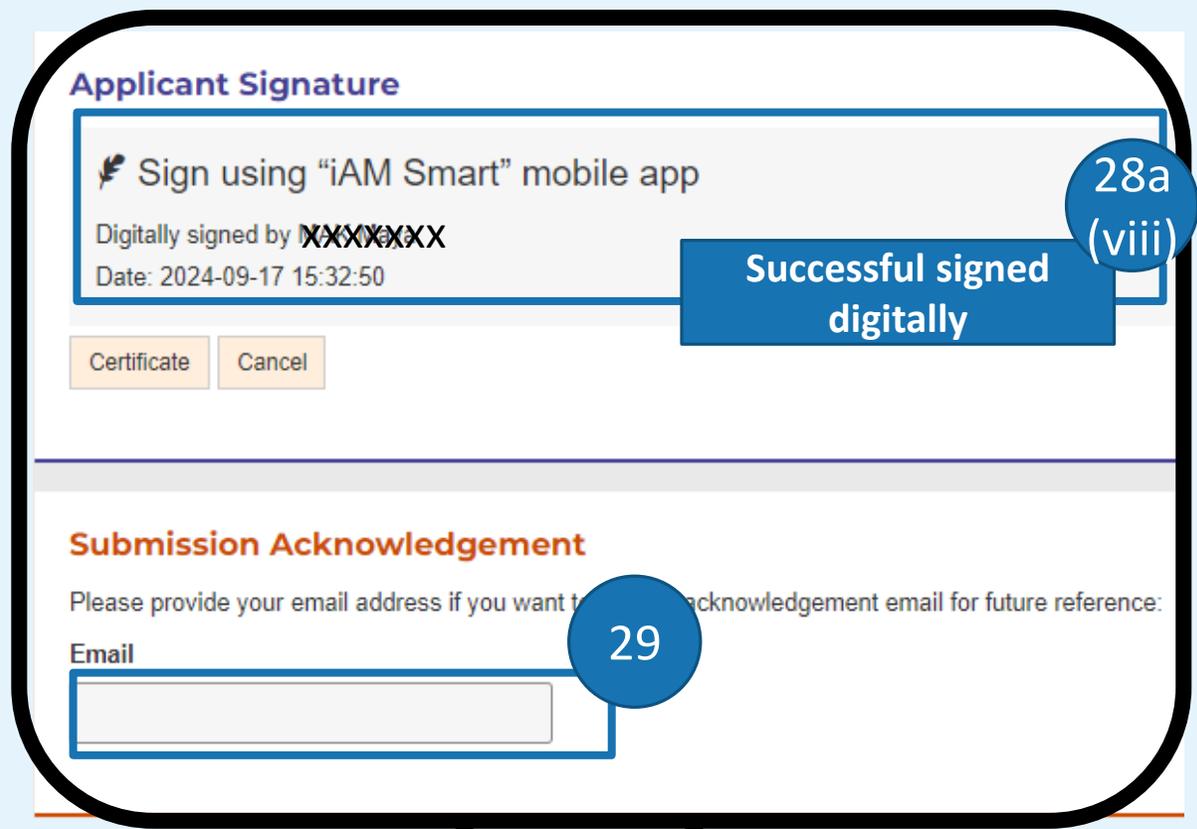
28a (v)

Same with 28a(i)

Confirm Signing

Cancel





✓ Confirm ×

Confirm Submit?

30

Cancel OK

 CAPTCHA In-Progress

31

Enter text from image 

Cancel Retry



## Submission Details

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

32

**Print / Download Submitted Form**

**To Print / Download the submitted form for reference**

**Submission Date and Time (YYYY-MM-DD HH:MM)**

2024-08-30 17:36

33

**Transaction Reference Number**

XXXXXXXXXXXXXXXXXXXX

**Please keep this Transaction Reference Number**

Should you have any enquiries, please contact the respective bureau, department or organisation -  
Office of the Licensing Authority  
Hotline: 2881 7034  
Email: [hadlaenq@had.gov.hk](mailto:hadlaenq@had.gov.hk)



# Other available e-forms

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- Application for a CoC (**New**)
- Application for **renewal** of a CoC
- Application for **transfer** of a CoC
- Application for **alteration / refurbishment in licensed premises**

3.	Clubs :
(a)	Application for a Certificate of Compliance [PDF] [e-form]
(b)	Application for renewal of a Certificate of Compliance [PDF] [e-form]
(c)	Application for transfer of a Certificate of Compliance [PDF] [e-form]
(d)	Application for alteration / refurbishment in licensed premises [PDF] [e-form]
(e)	Notice of Appeal
(f)	Application for Summons to a Witness
(g)	Report on Suspected Unlicensed Bedspace Apartment, Club, Hotel/Guesthouse or Karaoke Establishment [PDF] [e-form]

