

22nd Business Liaison Group Meeting with the Trade of Recreational Clubs

Date : 14 November 2024 (Thursday)
Time : 3:00 p.m. – 4:30 p.m.
Venue : Idea Rooms of Digital Policy Office, 15/F, Treasury Building,
3 Tonkin Street West, Cheung Sha Wan, Kowloon
Convenor : Miss Winnie LEONG
Assistant Commissioner (Digitalisation and Business
Facilitation)

Trade Attendees:

Kowloon Bowling Green Club

Ms Yoki SIN
Ms Carmon KWAN

General Manager
Manager - Operations

The Helena May

Ms Elaine LO

Assistant Manager

The Hong Kong Country Club

Mr Bryan WONG

Sports Development Manager

The Hong Kong Cricket Club

Mr Simon LAI

House Operations Manager

The Hong Kong Jockey Club

Ms Angela HO

Manager, Hospitality Administration

The Sailors Home And Mission To Seafarers

Ms Pebble NG

General Manager

Victoria Recreation Club

Mr Larry TSANG

Ms Adele TSE

Ms Abby CHOI

Deputy General Manager

Senior Office Manager

Club Manager

Government Representatives:

Home Affairs Department (HAD)

Ms LAU Kan-hing, Amber

Ms NG Mee-chi, Alice

Senior Executive Officer (LA)

Senior Building Surveyor (LA)²

Hong Kong Police Force (HKPF)

Mr LAI Ko-yin, Bruce

Ms LEUNG Mei-po, Mable

Chief Inspector of Police (Licensing)

Senior Inspector of Police (Licensing)

Digital Policy Office (DPO)

Mr YUNG Chi-man, Kenneth

Ms HO Miu-hing, Daphne

Ms HO Wai-luen, Pauline (Secretary)

Ms TUNG Wing-lam, Sophy

Senior Systems Manager (Data Applications Division)¹²

Systems Manager (Data Applications Division)¹²¹

Chief Management Services Officer (Digitalisation and Business Facilitation)²

Business Facilitation Officer (Digitalisation and Business Facilitation)⁵

Observer:

Mr Jonathan LEUNG

Member, Task Force on Business Liaison Groups

Introduction

1. The **Convenor** welcomed the trade, observer and government representatives to the meeting.

Agenda item 1 – Briefings by government departments

1.1 Provision of online services for Certificate of Compliance

2. HAD representative gave a briefing on the subject with the presentation slides at **Annex 1**. To enhance business-friendliness and user experience in the application process, HAD has provided online services for Certificate of Compliance

(CoC), including e-submission, e-tracking, e-payment and e-licence services. HAD provided a step-by-step demonstration on the submission of electronic application form for a CoC.

1.2 Reminders on alteration and refurbishment application and provision of related online submission service

3. HAD representative gave a briefing on the subject with the presentation slides at **Annex 2**. In May 2024, the Office of the Licensing Authority (OLA) of HAD issued a [Circular Letter](#) to all CoC holders to remind them the necessity of obtaining prior approval by the concerned Authority (i.e. Secretary for Home and Youth Affairs administrated by the OLA and the Building Authority administrated by the Buildings Department (BD)) before carrying out any alteration or refurbishment works in their club-houses. HAD highlighted the key points of the Circular Letter to the trade and demonstrated how to submit online application.

4. The **Convenor** enquired how HAD would promote the related e-services so that more trade operators would be aware of such e-services and be benefitted. HAD elaborated that the OLA would update [the OLA's website](#) with the latest information from time to time and issue Circular Letters to CoC holders in parallel to keep them informed of the latest development in service delivery. Trade operators were invited to pay attention to [the OLA's website](#) and the Circular Letters.

5. A trade operator enquired that if they would like to increase the number of rooms in the club-house, apart from seeking permission from the OLA, when they should seek approval from BD. HAD explained that in general, the trade operator could apply to the OLA and BD concurrently if he/she knew clearly the requirements of which type of building works would need prior approval and consent from BD or could be carried out under Minor Works Control System. In case of doubt, trade operators were recommended to first submit application of alteration/refurbishment (A/R) works to the OLA. The OLA would assess the proposed A/R works to be carried out in respective club-houses and then issue a Letter of Requirements (LoR) for the A/R proposal which would list out all the required upgrading works, including the scope of building works that require prior approval and consent from BD or submission records under Minor Works Control System.

6. A trade operator enquired what the trade operator should do if there were A/R works which were completed decades ago. HAD stressed that unauthorised building works would not be accepted by the OLA. In this connection, trade operators

should submit the related application to the OLA with concrete supporting documents to prove that the concerned works were exempted works under the Buildings Ordinance (BO) before 31 December 2010 and were completed before the commencement date of the Minor Works Control System, such as event photos which clearly showed that the function room had already been refurbished and reopened for holding events before 31 December 2010. The OLA would assess respective case and issue the new registered plans to the applicant if the A/R works had complied with all the building and safety requirements. If the A/R works were: (1) not exempted building works before 31 December 2010 and without prior approval and consent from BD; or (2) completed on and after 31 December 2010 and not following the streamlined procedures under Minor Works Control System (regarding minor works) or without the prior approval and consent from BD (regarding building works other than minor works, exempted works and designated exempted works under the BO), the trade operator should rectify the works before submitting an application to the OLA.

7. A trade operator enquired the application procedures for replacing furniture in club-houses. HAD reminded the trade that applicant should submit application, select appropriate option (such as “refurbishment of licensed premises” and “alteration of layout of licensed area”) under the Section III on Particulars of Proposed Alteration/Refurbishment and provide brief description of the proposed furniture items in the Application Form to the OLA before commencement of the A/R works. The trade operator further enquired about the processing time for handling an A/R application. HAD expressed that the actual processing time would depend on the scale, complexity of the project and the completeness of those required supporting documents.

8. A trade operator enquired about the turnaround time for the OLA to conduct compliance inspection upon receipt of the report of completion submitted by the applicant. HAD expressed that the OLA would conduct inspection as soon as practicable to check if all requirements stated in LoR were complied with, and the time required would depend on the scale and complexity of the project. The trade operator further enquired whether the refurbished area could be open for use when compliance inspection was being scheduled by the OLA. HAD clarified that the trade operator should fence off the respective refurbished area and refrain from opening the area for use by patrons until such works were completed and found satisfied by the OLA that all the requirements given in the LoR had been complied with, so as to ensure safety of the club-houses users. For more details on respective case, HAD invited trade operator to contact the subject case officers direct according to the contact details stated in the LoR.

1.3 Provision of online services for Massage Establishments Licence

9. HKPF representative gave a briefing on the subject with the presentation slides at **Annex 3**. In order to facilitate business and provide applicants with greater convenience and efficiency in the application process, HKPF had been providing online services for massage establishments licence applications to enable the trade operators to apply for licences, make payments and collect licences without requiring them to physically visit the licensing offices.

10. A trade operator enquired whether the club-house would be required to display the printed version of the electronic licence. HKPF elaborated that the original licence would be mailed to the trade operator upon request and the licensee could choose to display the licence either in paper or electronic format (such as displaying it on an iPad). Both formats contain identical information with a QR code for inspection.

Agenda item 2 – Any other business

2.1 Simplified registration for “iAM Smart+” and introduction of the “iAM Smart” Sandbox Programme

11. DPO representative gave an introduction on the subject with the presentation slide at **Annex 4**. DPO had simplified the registration process for “iAM Smart+” to facilitate registration by members of the public, and was implementing the “iAM Smart” Sandbox Programme, in collaboration with the Cyberport, to facilitate organisations to adopt “iAM Smart” for various types of online services.

Agenda item 3 – Date of the next meeting

12. The **Convenor** said that the secretariat would inform the trade of the date of the next meeting in due course.

Secretariat, Business Liaison Group for Recreational Clubs
January 2025