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# Online Submission of Electronic Applications for Food Business and Trade Licences



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## Content

- Details of the e-application project
- Points to note when using the e-form
- Case Demonstration
- Q&A



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## Starting from 1 January 2013,

Electronic Submission of Applications relating to Food Business/Trade Licences and Permits will be accepted



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## Licensing Authority

The Director of Food and Environmental Hygiene is the licensing authority for 21 types of licences and permits. They are of two main types –

- Food Business Licences/Permits
- Trade Licences/Permits



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## Food Business Licences/Permits

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- General Restaurant Licence
- Light Refreshment Restaurant Licence
- Marine Restaurant Licence
- Factory Canteen Licence
- Food Factory Licence
- Bakery Licence
- Fresh Provision Shop Licence
- Siu Mei and Lo Mei Shop Licence
- Cold Store Licence
- Composite Food Shop Licence
- Frozen Confection Factory Licence
- Milk Factory Licence
- Restricted Food Permits



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## Trade Licences/Permit

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- Swimming Pool Licence
- Commercial Bathhouse Licence
- Offensive Trade Licence
- Slaughterhouse Licence
- Funeral Parlour Licence
- Undertaker's Licence
- Places of Public Entertainment Licence
- Karaoke Establishment Permit



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# Electronic Applications for Food Business and Trade Licences

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## In the past:

- Food Business/Trade Licences
  - Applicants are required to fill in application forms in paper form and submit them together with three copies of proposed layout plan.
  - Submit to Licensing Office by post or in person
  
- Restricted Food Permits
  - Applicants are required to fill in application forms
  - Submit to District Environmental Hygiene Office by post or in person



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# Electronic Applications for Food Business and Trade Licences (Cont'd)

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## Under the new arrangement:

- Trade members can choose either paper or electronic submission.
- A new platform to complete application form online
- Submit electronic proposed layout plan
- All submitted to FEHD



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## Electronic Applications for Food Business and Trade Licences (Cont'd)

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- The requirements of layout plans
  - (a) they should be in “PDF” format;
  - (b) the total file size should not exceed 10 MB;
  - (c) they should be drawn to the metric scale of not less than 1:100; and
  - (d) the paper size of each plan should not be larger than A3.



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## Electronic Applications for Food Business and Trade Licences (Cont'd)

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- Upon receiving the e-application
  - The application details and the electronic plans would be referred to the concerned departments
  - For their comments and consideration
  - They will reply *in electronic format*
  - Their replies would be sent to your email address(es) (Except the first reply from FSD, the Licence Approval Letter and Letter of Requirement which will sent to you by post)



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# Electronic Applications for Food Business and Trade Licences (Cont'd)

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- Compared to the past
  - No need to submit the revised plan in person
  - Strengthen the communication
    - (i) among government departments and
    - (ii) between FEHD and the applicant



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## Points to note when using the e-form



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## Points to note

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- After submitting e-application:
  - ✓ Applicant should submit revised plan by email
  - ✗ If a hardcopy is submitted, that document would not be processed electronically



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## Points to note (Cont'd)

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- The following documents should NOT be submitted electronically:
  - 1) Certification made by authorized person or registered structural engineer (e.g. FEHB 190 **Certification of Food Business Premises Free of Unauthorized Building Works (UBW) for Provisional Licence Application(Form UBW-1)** )
  - 2) Submission of final layout plan(s) for reporting compliance of all licensing requirements and **conditions**



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## Points to note (Cont'd)

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- 3) For electronic application in the name of a corporation, the following documents should be submitted (in person or by mail) to this department :
- a) A copy of Certificate of Incorporation under the Companies Ordinance (Cap. 32) certified as true copy by the Registrar of Companies; or any other document to establish the legal entity of the corporation;
  - b) a copy of Notice of Situation of the Registered Office or Incorporation Form (as appropriate) certified as true copy by the Registrar of Companies;



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## Points to note (Cont'd)

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- c) a copy of the latest Annual Return certified as true copy by the Registrar of Companies (For new company in the year of its incorporation, please submit a copy of Incorporation Form certified as true copy by the Registrar of Companies);
- d) a resolution in writing passed by the Board of Directors to authorize a person to act on behalf of the corporation to deal with licensing matters with the licensing authority;
- e) Notice of Acceptance of the Authorization signed by the authorized person;
- f) a copy of the Memorandum and Articles of Association of the corporation; and
- g) a copy of Business Registration Certificate for the corporation.



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# Digital Signature



# Digital Signature

- As a legal requirement, digital signature is required in the applications of the following licence/permit—
  - *Undertaker's Licence*
  - *Places of Public Entertainment Licence*
  - *Karaoke Establishment Permit*



## Digital Signature (Cont'd)

eForm No.	Form Title
eFEHB 104	Application for Places of Public Entertainment Licence / Temporary Places of Public Entertainment Licence
eFEHB 105	Application for Other Trade Business @
eFEHB 175	Application for Karaoke Establishment Permit
eFEHB 176	Application for Renewal of Karaoke Establishment Permit / Provisional Karaoke Establishment Permit
eFEHB 177	Application for Transfer of Karaoke Establishment Permit / Provisional Karaoke Establishment Permit
eFEHB 178	Application for Change of Name of Karaoke Establishment
eFEHB 179	Application for Replacement of Authorized Representative of the Grantee of the Karaoke Establishment
eFEHB 180	Exemption from the Application of the Karaoke Establishments Ordinance for A Bona Fide Restaurant
eFEHB 250	Application for Permitting Live Broadcast (other than Exhibition of Films) at Premises Issued with a Valid Places of Public Entertainment Licence (endorsed with cinematograph displays)
eFEHB 254	Application for Transfer of Places of Public Entertainment Licence

@ For eFEHB 105, digital signature is ONLY required when submitting application of Undertaker's Licence.



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## Digital Signature (Cont'd)

- Should you fail to submit the Digital Signature or do not have the e-certificate to provide the Digital Signature,
  - you may print out the form and sign on the hardcopy
  - Send to respective Licensing Offices by mail or in person.
- You may visit the following website of Hong Kong Post on the application of e-cert

<http://www.hongkongpost.gov.hk/product/ecert/apply/index.html>



http://www.hongkongpost.gov.hk/product/ecert/apply/index.html

我的最愛 | HotMail 的免費電子郵件 | Internet 起始畫面 | Microsoft | Web 最佳站台 | Windows Update | 自訂連結 | 網頁快訊圖庫 | 頻道指引

Hongkong Post e-Cert - How to Apply / Renew e-Cert

**Hongkong Post e-Cert**  
香港郵政電子核證

The solution for e-Security

## How to Apply / Renew e-Cert

Quick check for your selection :-

**A. e-Cert (Personal) for Smart ID Card certificate**

- Download application form (PDF Format) or obtain it at 11 designated post offices. After completing the application form, you may bring along your smart ID card and apply at any of the 11 designated post offices.

**B. New e-Cert Application**

New e-Cert applicant must complete and submit the application form and present the required documents with appropriate application fees as described in the e-Cert Certification Practice Statement ("CPS").

- e-Cert (Personal) certificate
- e-Cert (Organisational) certificate
- e-Cert (Encipherment) certificate
- e-Cert (Server) certificate
- e-Cert (Organisational Role) certificate

**Apply for e-Cert**

**Usage of e-Cert**

**e-Cert User Guide**

**Related Links**

- Online Application - e-Cert (Personal)
- Certificate Data Confirmation
- Submission of Certificate Signing Request (CSR) - e-Cert (Server)

完成

國際網絡

Food and Environmental Hygiene Department

# Case Demonstration

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# Q&A



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# Thank You!



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