

How to create an account for online liquor applications

1

Create an account

- ➔ Click the “Proceed to create account (not applicable to licensee)”

Online Licence Services English | 繁體中文 | 简体中文

Liquor / Club Liquor Licence

Select service...

Online Applications

To apply for...

- [New licence](#)
- [Licence transfer](#)
- [Authorisation of a Nominated Reserve Licensee](#)
- [Proceed to create account \(not applicable to licensee\)](#)

Follow Up Applications

To follow up...

- [Retrieve saved draft](#)
- [Retrieve application](#)
- [Make payment](#)
- [Read message](#)
- [Check status of submitted application](#)

Already have a licence...

- [Renew licence](#)
- [Amend licence](#)
- [Notification of change](#)
(renaming of licensee name or building)
- [Cancel licence](#)
- [Apply licence copy](#)
- [Apply temporary absence](#)
- [Apply employment of young persons](#)

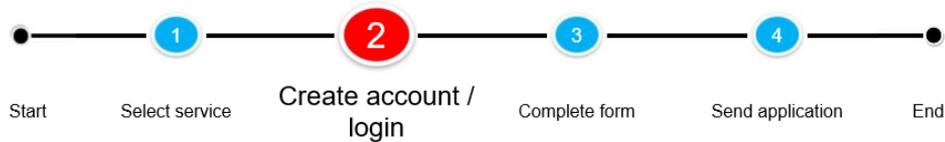
Online Demo
Overview of the Liquor/Club Liquor Licence Application
Digital Certificates and Authentication
About Online Payment
Account Policy
Download Form
Contact Us

Create an account

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➔ Read the message before clicking the “Agree” button

[Liquor / Club Liquor Licence](#) > [To apply for new licence / licence transfer...](#)



Step 1	Step 2	Step 3	Step 4
Read Conditions on Account Creation	Set up Your Account Profile	Create Your User Account	Acknowledgement

- The **Liquor Licensing Board (LLB)**, a statutory body established under the Dutiable Commodities (Liquor) Regulations who is responsible for the licensing of premises used for the sale or supply of liquor for consumption on the premises, has given consents to accept applications and documents in form of electronic records.
- For security reason, personalised online services are provided to users with accounts only. For any change of personal particulars afterwards, you should amend the profile after successful login to the system.
- You need to provide your name, location of your premises, mobile phone number, e-mail address and correspondence address to create an account online. Upon successful creation, you can use your account to:
 - Submit new licence or licence transfer application;
 - Check status of submitted application;
 - Read messages from the Licensing Office; and
 - Make payment (if necessary)

Not Agree

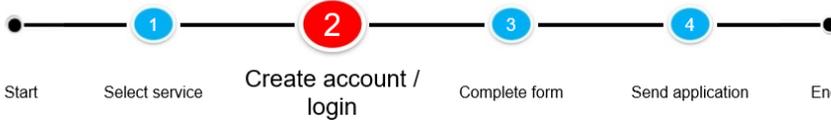
Agree

Create an account

- ➔ Fill in all items before clicking the “Confirm” button

English | 繁體中文 | 簡體中文

Liquor / Club Liquor Licence > [To apply for new licence / licence transfer...](#)



Start Select service **Create account / login** Complete form Send application End

Step 1	Step 2	Step 3	Step 4
Read Conditions on Account Creation	Set up Your Account Profile	Create Your User Account	Acknowledgement

Please provide your personal profile for account creation. The particulars will be used as default in the electronic forms.

All items are mandatory

1. Name (English) : (Note: you can fill in either English or Chinese Name.)
Name (Chinese) :

2. Premises for liquor licence (Please select region below) :

- Hong Kong & Islands (Central/Western, Eastern, Southern, Wanchai, Islands - including Tung Chung)
- Kowloon (Yau Tsim, Mong Kok, Sham Shui Po, Kowloon City, Wong Tai Sin, Kwun Tong)
- New Territories (Tsuen Wan, Kwai Tsing, North, Tai Po, Sai Kung - including Tseung Kwan O, Sha Tin, Tuen Mun, Yuen Long)

3. Tel. No.(Mobile) :

4. Email :

5. Correspondence address :

[Back](#) [Confirm](#)

Create an account

1. enter the user name in the box;
2. download the Password Request Form (Form) for signing by the applicant

Note: Please safe keep your user name to enable you to log in the system once the password has been assigned to you. You have to download the Password Request Form to obtain the password assigned by LLB. After you have signed on the Form, please upload the completed Form to the system.

User account

Please enter the user name

User Name :

(at least 6 digits; case sensitive; must contain number and characters without any space and slash. e.g. Chan8678)

Password Request Form:

Upload signed Password Request Form:

Back

Confirm

3. upload the completed Form to the system
4. click the “Confirm” button

Create an account

- The Password will be sent to your correspondence address within the next 3 working days.

Online Demo [Liquor / Club Liquor Licence > To apply for new licence / licence transfer...](#)

Overview of the
Liquor/Club Liquor
Licence Application

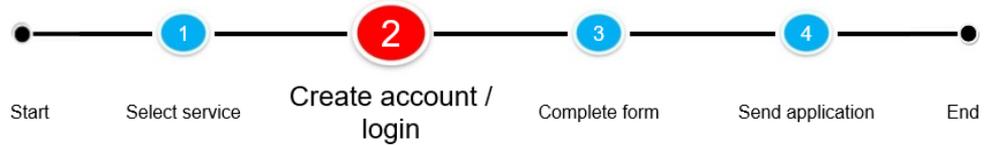
Digital Certificates and
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Step 1	Step 2	Step 3	Step 4
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The LLB will send the Password to your correspondence address within the next 3 working days. Upon receipt of the Password letter, you can log in your account and create your own Password. You can enjoy the electronic services.

Exit

Enquiry

- ▶ For enquiries over the application, please contact the respective Liquor Licensing Office.

Hong Kong & Islands

Assistant Secretary
Liquor Licensing Board,
8th Floor, Lockhart Road Municipal Services Building,
225 Hennessy Road, Wanchai, Hong Kong
Tel. No.: 2879 5779 / 2879 5728
Fax No.: 2507 2964

Kowloon

Assistant Secretary
Liquor Licensing Board,
4th Floor, Pei Ho Street Municipal Services Building,
333 Ki Lung Street, Sham Shui Po, Kowloon
Tel. No.: 2729 1237 / 2729 1126
Fax No.: 3146 5319

New Territories

Assistant Secretary Liquor Licensing Board,
4th Floor, Tai Po Complex,
No. 8, Heung Sze Wui Street,
Tai Po, New Territories
Tel. No.: 3183 9255 / 3183 9220
Fax No.: 2606 3350

Thank you