

# 《Electronic Submission of Liquor Licence Application Using Passwords》

29 June 2016



# 《Dutiable Commodities (Liquor) Regulation 2015》 , Cap 109

- Electronic submission of liquor licence applications is allowed when accompanied by
  - Digital signature
  - Password assigned or approved by the Liquor Licensing Board (LLB)



# Existing Arrangement for Electronic Submission

## Digital signature

- Only a small number of applicants equipped with a digital signature
- Low utilisation rate of e-applications



# Facilitation for E-Applications

Use of password assigned or approved by the LLB



# Flowchart of E-Application

Application for **Renewal/ Amendment**  
of Liquor Licences

Application for **New Issue/ Transfer**  
of Liquor Licences

Assign User Name and Password and

Apply for User Name and Password

Login the account via the “**Online  
Licence Service**  
**www.licensing.gov.hk**”

**Complete application form**

Check the pre-filled data and update/fill in  
relevant parts of the form requiring completion

**Sign and Submit**

Check accuracy and data before signing by  
Password

Licensing Office starts to process



# E-Application Demonstration

Online Licence Services English | 繁體中文 | 简体中文 Date of Enquiry: 12/07/2016

Online Demo [Liquor / Club Liquor Licence](#) > **Already have a licence...**

Overview of the Liquor/Club Liquor Licence Application


Digital Certificates and Authentication

About Online Payment

Account Policy

Download Form

Contact Us



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.

Services under "Already have a licence..." are for licence holders only.

Accounts will be created for existing licence holders by the Licensing Offices. User names and passwords will be delivered to the licence holders in batches by post. If you are a licence holder and have not yet received the mail, you may apply for one [here](#).

If you already have submitted application for new licence, transfer, renewal or amendment of liquor licence but not submitted through the "Online Licensing Services" website, a user account will be created for you once the Licensing Office starts to process your application. User name and password for the account will be delivered by mail to your correspondence address together with the acknowledgement letter. Please read our [Account Policy](#) for details.

**Login Your Account**

Please enter the User Name and Password.

User Name:

Password:

[Forgot Password](#)

Login

**Log in with User Name & Password**

# E-Application Demonstration

The screenshot shows the 'Online Licence Services' interface. At the top, there's a navigation bar with 'licensing.gov.hk', 'Online Licence Services', and a login field with 'Login: L095614NW001'. The main content area is titled 'Liquor / Club Liquor Licence -> Already have a licence...'. A process flow diagram shows five steps: Start, Select service, Login, Complete form, Send application, and End. Step 3, 'Complete form', is highlighted in red. Below the flow, a table details the steps:

Step 1	Step 2	Step 3
Fill in the Form	Upload Supporting Documents (for digital signature user only)	Sign Form

The text below explains that the Liquor Licensing Board (LLB) is responsible for licensing premises and that applicants must produce a valid digital certificate or password for online submission. It also mentions that completed forms can be submitted in person or by post. At the bottom, there's a form titled 'Please select the type of licence application below and then click "Confirm"'. The 'Licence Type' is set to 'Liquor Licence'. The 'Application Type' options are: Renew licence (selected), Amend licence, Notification of change, Cancel licence, Licence copy, Temporary absence, and Employment of young person. A 'Confirm' button is visible. A yellow callout box with an arrow points to the 'Application Type' section, containing the text 'Select type of application'.

# E-Application Demonstration

produce valid digital certificates of the relevant persons to sign the application form. If you are not yet ready to produce digital signatures but would like to enjoy the convenience of electronic services, the system allows applicants to prepare the applications online without digital signatures and send the applications to the Licensing Offices afterwards.

To complete the application process, applicants without digital signatures must print the completed application forms, sign on the relevant parts by respective persons, and submit the signed copies together with supporting documents to the Licensing Offices in person or by dispatch within 30 calendar days. On receipt of the duly signed form, the Licensing Office will then start to process the application.

Please select the type of licence application below and then click "Confirm"

Licence Type

Liquor Licence

Application Type

Renew licence  
 Amend licence  
 Notification of change  
 Cancel licence  
 Licence copy  
 Temporary absence  
 Employment of young person

Confirm

Licence Type	Application Type
Liquor Licence	Renew licence

請在適當的方格內填上「✓」號  
Please tick the appropriate box(es)  
請選取其中一項

Please select one item  
請選取適用者

\* Please select where appropriate

申請人填寫部份 TO BE COMPLETED BY APPLICANT

1. 酒牌號碼:  
Liquor Licence No. [ ]

2. 姓名: (中文)  
Name (English)  
Ms./女士 [ ]  
[ ]

3. 香港身分證號碼:  
HKID Card No. [ ] [ ]

4. 通訊資料  
Correspondence Information

(a) 通訊地址:  
Correspondence Address  
4/F, HSRV\*\*\*  
(地區及地區, 街道名稱, 門牌/地段號碼, 大廈/村或屋宇名稱, 座, 樓數/樓層, 室/層/店舖)  
(Flat/Room/Shop, Floor/Level, Block, Building Name/Name of Estate or Village, Building No./Lot No., Street Name, District and Region)

Back Save Draft Validate Form and Proceed

Fill in the form  
and proceed



# E-Application Demonstration

The screenshot displays the 'Online Licence Services' interface. At the top, the user is logged in as 'L095614NW001'. The main navigation menu includes 'Message Box', 'Create Application', 'Draft/Application', 'Payment', and 'Profile'. The current page is titled 'Liquor / Club Liquor Licence > Already have a licence...'. A progress bar shows four steps: 1. Select service, 2. Login, 3. Complete form (highlighted in red), and 4. Send application. Below the progress bar, a table details the steps:

Step 1	Step 2	Step 3
Fill in the Form	Upload Supporting Documents (for digital signature user only)	Sign Form

Below the table, the user is prompted to choose a submission method:

Please choose one of the following ways to sign and submit the application:

- By **Password** assigned or approved by Liquor Licensing Board
- By **Digital signature**
- Print and sign on the completed application form before submission to Liquor Licensing Offices **in person or by post** with 30 calendar days.

A yellow callout box with a black border and text 'Submission of application by Password' has an arrow pointing to the first radio button option. The 'Continue' button is visible at the bottom right of the form area.

# E-Application Demonstration

The screenshot shows a web browser window with the URL `http://localhost:8080/vulp/ftp-tdx/vulp-user/vulp-bands/application/viewAndUploadSupportingDocuments.do`. The page title is "Online Licence Services".

The form contains the following sections:

- Personal Information:** Name (Chinese and English), Address I and II, Telephone No., and a field for the duration of the license (years and months).
- Declaration:** A paragraph in Chinese and English stating the applicant's intent to renew the license and their understanding of the Board's rules regarding application deadlines.
- Consent:** A statement where the applicant agrees to provide personal data to the Liquor Licensing Board.
- Important Notice:** A warning that insufficient information may result in a delay in processing the application.
- Step 2: Upload Supporting Documents:** A section with a checklist of required documents. A table shows a "Photo" document that has been successfully uploaded. Below the table, there are "Back", "Upload", and "Confirm" buttons. The "Confirm" button is circled in red, and a yellow box with the text "Upload supporting documents and confirm to proceed" has an arrow pointing to it.

Document Type	Submitted ?	Last Submission Date	Attachment	Submit Supporting Documents
Photo	Yes	2016-06-21	photo.jpg	<input type="button" value="Upload"/>

The documents have been successfully uploaded.

# E-Application Demonstration

更改在牌照上的附加條件  
Change of the Additional Licensing Condition Imposed on the Licence  
詳情：  
Details

更改業務性質為(可在多於一個方格內加上「✓」號)：  
Change of Business Nature of Establishment to (you can tick more than 1 box)

酒吧 Bar  
餐館 Restaurant  
迪士高 Disco  
卡拉OK Karaoke  
其他，請加以說明：  
Others, please specify:

夜總會 Night Club  
咖啡店 Coffee Shop  
雞尾酒酒廊 Cocktail Lounge  
酒店 Hotel

Online Licence Services - Internet Explorer  
http://www25.licensing.gov.hk/.../status/user/Workbench/application/onlineCodePage.htm?thisTimePopUp=true

You should read the terms and conditions carefully so that you fully understand the rights and obligations in connection with the use of online service.

I understand and accept the following terms and conditions.

1. The assigned User Name is a permanent identification index which cannot be changed.

2. You may change the assigned Password through the Online Service System at any time but any change will be effective only if accepted by the System. In his/her own interest, you should not choose numbers which can easily be guessed by others for use as his/her Password, such as his/her ID card number and date of birth.

3. You acknowledge that the User Name and the Password are confidential and must not be disclosed to any other person(s) under any circumstances. He/She shall act in good faith, exercise reasonable care and diligence in maintaining the confidentiality of his/her User Name and Password.

4. The online services are for the sole and exclusive use by the licensee. At no time and under no circumstances shall you authorize any other person to use his/her User Name, Password or digital certificate to communicate with the Liquor Licensing Board on his/her behalf in connection with the online services.

5. An access to the online services with the User Name, Password or digital certificate shall be deemed the use of the services by the licensee, unless you can adduce evidence to prove the contrary.

6. If you notice or suspect that his/her Password is known by any other person or that there is actual or possible unauthorized use of the online services, he/she change his/her Password immediately through the system and then notify the Liquor Licensing Board as soon as practicable.

Login Password:

Submit Close

Supporting document required for your application

Document Type	Submitted ?	Last Submission Date	Attachment	Submit Supporting Documents
Floor plan	No	-	-	<input type="button" value="瀏覽"/> <input type="button" value="Clear"/>
Photo	No	-	-	<input type="button" value="瀏覽"/> <input type="button" value="Clear"/>

Back Upload Confirm

Important Notices

Enter password to complete submission

# E-Application Demonstration

The screenshot shows a web browser window with the URL `http://localhost:8080/eJllo/llvstata/user/lof/lsend/a/application/printAndDownloadEfa`. The page title is "Online Licence Services". The user is logged in as "Login: L107105NW001". The breadcrumb navigation shows "Liquor / Club Liquor Licence > Already have a licence...". A green message box states "Form has been submitted successfully". Below this, a table displays the submission details:

Transmission No.	: L107105NW001_20160621-031000
Sent Date	: 2016-06-21 15:18:29 PM
Licence Type	: Liquor Licence
Application Type	: Renew licence

At the bottom of the message box, there are "Exit" and "Continue" buttons. A yellow callout box with the text "Application Complete" has an arrow pointing to the success message.

# Implementation Timetable

- First Phase

- Application of renewal/ amendment of liquor licences
- July 2016

- Second Phase

- Application of new issue/ transfer of liquor licences
- October 2016



# Advantages

+ Convenient

+ Easy

+ Fast

+ Green



# The End Thank You

