

**RESTRICTED (PERSONAL DATA)**

**Application for the Employment of an Authorised Manager**

Part I ( to be completed by the Licensee )

File Ref.: LCS /HQ 831/00

Type of Licence: \*Billiard Establishment Licence / Public Bowling-Alley Licence /  
Public Skating Rink Licence

Name of the Licensee: Mr/Mrs/Ms\* \_\_\_\_\_  
(Full Name)

Hong Kong Identity Card No.: \_\_\_\_\_ ( )

Address of the Licensed Premises: \_\_\_\_\_

\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Name of the Company: \_\_\_\_\_

To: Licensing and Prosecution Unit / Leisure Services Branch  
Leisure and Cultural Services Department

**Application for the Employment of an Authorised Manager**

I hereby apply for the approval of employing the following person as an  
Authorised Manager of the above licensed premises:

Name (in English) : Mr/Mrs/Ms\* \_\_\_\_\_(Full Name)

(in Chinese): \_\_\_\_\_

Hong Kong Identity Card No.: \_\_\_\_\_ ( )

Residential Address: \_\_\_\_\_

\_\_\_\_\_ Telephone No.: \_\_\_\_\_

Job Nature: \_\_\_\_\_

Date of Commencement of Employment: \_\_\_\_\_

A replacement for the former Authorised Manager:

Mr/Mrs/Ms\* \_\_\_\_\_(Full name)

Hong Kong Identity Card No.: \_\_\_\_\_ ( )

The Authorised Manager to be employed has / has not\* been convicted of any criminal offences either in Hong Kong or other places over the past five years. (Remarks: Applications related to those who have been convicted of criminal offences will not necessarily be rejected.)

If the Authorised Manager to be employed has been convicted of criminal offences either in Hong Kong or other places over the past five years, please provide the following details (Use extra paper if needed) :

<u>Offences</u>	<u>Penalty</u>	<u>Date of Conviction</u>	<u>Courts Concerned</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I hereby declare that:

- (a) the information provided above is true and correct to the best of my knowledge and belief; and
- (b) the Authorised Manager to be employed by me is lawfully employable in Hong Kong under the Immigration Ordinance (Cap. 115).

Signature of the Licensee: \_\_\_\_\_ Date: \_\_\_\_\_

Part II (to be completed by the Authorised Manager to be employed)

- 1. I hereby confirm that the information provided in this form by the Licensee is true and correct.
- 2. I hereby declare that I have no objection to the release of the full details of my criminal convictions (if any) over the past five years by the Commissioner of Police to the Director of Leisure and Cultural Services.

Signature of the Authorised Manager to be employed: \_\_\_\_\_

Date: \_\_\_\_\_

Notes to the Licensee and the Authorised Manager to be employed

1. The personal particulars provided in this form by the Licensee and the Authorised Manager to be employed will be used for the following purposes:
  - (a) Assessment of the application for approval of employing an Authorised Manager of the above licensed premises;
  - (b) Enforcement of the ordinances, regulations and licensing conditions in respect of the above licence; and
  - (c) Future communication with the Licensee and the Authorised Manager to be employed concerning the application and other relevant licensing matters.
2. This Department has the right to transfer the information provided by the Licensee and the Authorised Manager to be employed to other government bureaux and departments for the purposes mentioned in Paragraph 1 above.
3. Both the Licensee and the Authorised Manager to be employed shall duly complete and sign this application form. Failure to do so may render the application invalid and liable to be rejected.
4. The Director of Leisure and Cultural Services has the right to reject the application if the information provided is found to be false.
5. If the Licensee and the Authorised Manager to be employed intend to amend or access the personal information provided by them in this form, please contact this office at 2601 8799.

\* Please delete as appropriate

(Revised in December 2006)