

**Business Facilitation Advisory Committee
Food Business and Related Services Task Force**

E-services of Food Business Licences / Permits

Purpose

This paper aims to brief Members on the electronic services for food business licences / permits provided by the Food and Environmental Hygiene Department (FEHD).

Background

2. The FEHD has started accepting online applications for food business licences (licences) and restricted food permits (permits) since 2013. Subsequently, from July 2016, applicants can opt for paying the newly issued full licence or permit fees online. Currently, the FEHD offers various electronic services, including the Licence Application Tracking Facility. To further complement the provision of electronic services, the FEHD introduced electronic licences (e-licences) and electronic permits (e-permits) in end June 2024.

New Electronic Services

3. To facilitate trade, the FEHD accepts electronic applications for application for alteration to the approved plan of licensed food premises, amendments, licence transfer and cancellation, and electronic payment of application fees. In addition, new functions have been added to the "Online Licence Services", including online submission of application forms, tracking of the licence application progress, submission of application documents, downloading and viewing correspondences issued by the FEHD.

4. The FEHD has also introduced the issuance and renewal of e-licence / e-permit. Upon confirming completion of online payment, the applicants / licensees / permittees will receive an e-licence / e-permit through their pre-registered email addresses. There is no need to personally visit the licence issuing office to obtain the physical licences / permits.

5. To speed up communication with relevant bureaux / departments in processing licence applications, the FEHD has fully implemented the electronic referral system since July 2024. Relevant bureaux / departments include the Independent Checking Unit of the Housing Bureau, the Buildings Department, the Drainage Services Department, the Electrical and Mechanical Services Department, the Environmental Protection Department, the Fire Services Department, the Home Affairs Department, the Labour Department, the Lands Department, the Planning Department, and the Transport Department.

Other Electronic Services

6. FEHD will send notification via short message service or email to the mobile phone number or email address provided by the applicant respectively, reminding him/her to renew his/her licence/permit before the expiry date of the licence/permit.

Advice Sought

7. Members are invited to note and give comments on the contents of this paper.

Food and Environmental Hygiene Department
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