

申請社團的業餘電台牌照

APPLICATION FOR AMATEUR STATION LICENCE FOR CLUB

填寫本表格前，請你閱讀以下資料。業餘電台牌照申請指引刊載於通訊事務管理局（通訊局）網頁 (<https://www.coms-auth.hk>)

1. 社團的業餘電台牌照是發給在香港正式註冊的社團例如會社、社團、聯會、學校等(下稱社團)作為管有、設置及維持一個業餘電台。
2. 社團的業餘電台牌照年費為港幣壹佰伍拾元正。
3. 申請時需要提交以下證明文件影印本。
 - (a) 社團的正式註冊文件。
 - (b) 在甲項所述的負責人的香港身份證或護照。
 - (c) 在乙欄所列社團的業餘電台監督人的香港身份證或護照。
 - (d) 在乙欄所列社團的業餘電台監督人的業餘電台牌照和/或操作授權證明。
4. 填妥的申請表格，請以下列方式提交。
 - (a) 親自前往或郵寄至通訊事務管理局辦公室(通訊辦)牌照組，地址為：香港灣仔皇后大道東 213 號胡忠大廈 26 樓
 - (b) 傳真至 3155 0932
 - (c) 電郵至 ama_eng@ofca.gov.hk
 - (d) 透過網上表格提交申請。
5. 所需證明文件，可於網上提交申請時按照指引上載或以下列方式提交。
 - (a) 親自前往或郵寄至通訊辦牌照組
 - (b) 傳真至 3155 0932
 - (c) 電郵至 ama_eng@ofca.gov.hk
6. 接受以現金、劃線支票、銀行本票、「繳費靈」、「易辦事」或「轉數快」繳費櫃檯付款。如以劃線支票付款，請註明抬頭人為「通訊事務管理局辦公室」。恕不接受遠期支票。如使用非本地銀行的本票則額外的銀行手續費亦須一併繳付。付款辦法
 - (a) 如親自前往通訊辦牌照組，接受以現金、劃線支票、銀行本票、「易辦事」或「轉數快」繳費櫃檯付款；
 - (b) 如經互聯網、郵遞、傳真或電郵提交申請表格，可郵寄劃線支票或銀行本票至通訊辦牌照組收或憑帳單編號使用「繳費靈」付款，帳單編號（申請參考編號）會於網上申請完成後以電郵通知你。
7. 辦公時間為星期一至五上午八時三十分至下午十二時三十分及下午一時三十分至下午五時四十五分，星期六、日及公眾假期休息。
8. 如有任何查詢請電 (852) 29616278。
9. 如申請獲得批准，社團業餘電台牌照將會以社團名稱登記，社團負責人應確保操作符合發牌規定。

個人資料的說明

1. 透過本表格提供個人資料，屬自願性質。若你沒有提供足夠資料，通訊辦可能無法辦理你的申請。
2. 你所填寫的個人資料，將被通訊辦用以處理你的申請。
3. 你在本申請表上所填寫的個人資料，可能會披露給其他與評審申請有關的政府部門／機構。
4. 你有權要求查閱和改正你的個人資料。你查閱資料的權利包括取得本申請表上所載個人資料的副本，惟索取這些資料時或須繳費。
5. 如對透過本申請表所收集的個人資料有疑問，包括如何提出查閱和改正個人資料的要求，請以書面方式向通訊事務管理局辦公室個人資料主任提出，地址為香港灣仔皇后大道東 213 號胡忠大廈 29 樓，傳真號碼 2591 0316。

Please read the information below before completing this form. The "Guidelines for Application for Amateur Station Licence" is published at the Communications Authority's (CA's) website (<https://www.coms-auth.hk>).

1. The Amateur Station Licence for club is issued to a society, club, association and school etc. (hereafter called "the club") officially registered in Hong Kong to possess, establish and maintain an amateur station.
2. The annual licence fee for an Amateur Station Licence for club is HK\$150.
3. Photocopies of the following documents are required to support this application.
 - (a) Official registration document of the club
 - (b) H.K. Identity Card or passport of the responsible person(s) of the club stated in Part A
 - (c) H.K. Identity Card or passport of the supervisor(s) of the amateur station of the club stated in Part B
 - (d) ASL and/or ATO of the supervisor(s) of the amateur station of the club stated in Part B
4. Please return the completed application form by any of the following methods.
 - (a) Application in person or by post to: Licensing Office, Office of the Communications Authority (OFCA), 26/F Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong
 - (b) By fax to 3155 0932
 - (c) By e-mail to ama_enq@ofca.gov.hk
 - (d) By submitting the online form
5. The required supporting documents may be uploaded following the instruction if the application is submitted online or submitted by any of the following methods.
 - (a) In person or by post to Licensing Office of OFCA
 - (b) By fax to 3155 0932
 - (c) By e-mail to ama_enq@ofca.gov.hk
6. Payment can be made by cash, crossed cheque, bank draft, PPS, EPS or FPS at counter. If pay by crossed cheque, please make the crossed cheque payable to "Office of the Communications Authority". Post-dated cheque will not be accepted. In case overseas bank draft is used, it must include any additional charges incurred by our local banks. Payment methods -
 - (a) In person to Licensing Office of OFCA, you may pay by cash, crossed cheque, bank draft, EPS or FPS at counter;
 - (b) If application is submitted online or by post, fax or e-mail, you may send a crossed cheque by post to Licensing Office of OFCA or pay by PPS using the given bill number. The bill number (application reference number) will be emailed to you upon online submission
7. The opening hours are 8:30 am to 12:30 pm and 1:30 pm to 5:45 pm Monday to Friday. The office will close on Saturday, Sunday and Public Holidays.
8. For enquiry, please phone (852) **2961 6278**.
9. The licence, when granted, will be issued in the registered name of the club. Hence the person(s) responsible for the club shall also be the person(s) responsible to ensure that all the licensing conditions are complied with.

Notes about Personal Data

1. The provision of personal data by means of this application form is voluntary. If you do not provide sufficient information, OFCA may not be able to process your application.
2. The personal data provided by you will be used by OFCA for processing your application made in this form.
3. The personal data you provide by means of this form may be disclosed to other government departments/agencies in connection with the assessment of your application.
4. You have a right of request for access and correction with respect to personal data. Your right of access includes the right to obtain a copy of your personal data provided by this application form, though a charge may be levied on obtaining such information.
5. Enquiries concerning the personal data collected by means of this form, including the making of request for access and correction, should be submitted in writing to the Personal Data Officer, Office of the Communications Authority, 29/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong; or sent by fax to 2591 0316.

乙欄 監督人資料

PART B : PARTICULARS OF SUPERVISOR(S)

1. 姓名 呼號
Name: _____ Call Sign: _____

業餘電台牌照號碼 操作授權證明號碼。
Amateur Station Licence No.: _____ Authority To Operate No.: _____

2. 姓名 呼號
Name: _____ Call Sign: _____

業餘電台牌照號碼 操作授權證明號碼。
Amateur Station Licence No.: _____ Authority To Operate No.: _____

丙欄 申請人聲明

PART C : DECLARATION OF APPLICANT

- (1) 茲聲明本人／我們 在此表格內所提供的資料均屬真實及正確。
I / We declare that the particulars given by me / us in this application form are true and correct.
- (2) 本人／我們 認許在乙欄所述的監督人擔任本會業餘電台無線電通訊的操作人員。
I / We authorize the supervisor(s) named in PART B in my / our behalf to fill the position of operator of the amateur station for radiocommunications.
- (3) 本人／我們 承諾會遵守所有業餘電台牌照的條件。
I / We undertake that I / We will ensure that all the conditions of licensing will be complied with.

社團蓋印* Official Chop*

簽名*
Signature*: _____
姓名
Name: _____
職位
Capacity: _____
日期
Date: _____

* 本表格如經網上提交，申請人不需要簽署及蓋印。
Signature and official chop are not required for application form submitted online.