

申請自設對外電訊系統牌照
APPLICATION FOR
SELF-PROVIDED EXTERNAL TELECOMMUNICATIONS SYSTEM (SPETS) LICENCE

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

1. 自設對外電訊系統牌照發給一家公司或機構「自設」其對外線路(包括使用甚小孔徑衛星終端站或較大型的衛星地球站)作本身通訊之用。自設對外電訊系統牌照持牌人可以建立和維持本身的對外線路，以傳送訊息至香港以外的地方或接收來自香港以外的地方的訊息(或兩者兼備)。
2. 自設對外電訊系統牌照年費為750元。此外，如領牌的系統包括一或多個地球站，則須於發牌時繳付按照地球站種類而計算的額外費用。交回申請表時，請勿附上任何牌照費用，一俟申請獲得批准，本辦公室會另函通知你繳付有關的費用。
3. 申請人可授權代理人(以下稱為“代理人”)代為填寫及遞交申請表，代理人必須為有效的無線電商牌照〔放寬限制〕的持牌人。同時，一份由申請人簽發委託代理人代為申請牌照的有效授權書必須連同申請表一併遞交。該授權書須有簽發日期，申請人的簽署及公司的蓋印(如適用)。授權書有效期限是簽發後十八個月，除非申請人另有書面說明，過期授權書不會被接受。
4. 所選用的無線電器材，必須已獲通訊事務管理局類型檢定。如須索取更多資料，請致電2961 6321本辦公室電訊標準組，或於本辦公室的網站(<http://www.ofca.gov.hk>)頁查閱經驗証的電訊設備名單。
5. 申請時需要提交的證明文件清單見「附件一」。
6. 填妥的申請表格，請以下列方式交回。
 - (a) 親自前往或郵寄至**通訊事務管理局辦公室牌照組**，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 0985
 - (c) 電郵至 license.mis@ofca.gov.hk
 - (d) 使用本表格的「提交」按鈕作網上申請
7. 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遞交。
 - (a) 親自前往或郵寄至**通訊事務管理局辦公室牌照組**
 - (b) 傳真至: 3155 0985
 - (c) 電郵至 license.mis@ofca.gov.hk
8. 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。如有任何查詢，請電 2961 6671。

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。

申請自設對外電訊系統牌照
APPLICATION FOR
SELF-PROVIDED EXTERNAL TELECOMMUNICATIONS SYSTEM (SPETS) LICENCE

Please read the information below before completing this application form. The Guidelines for Application of Licence is published at the Communications Authority website (<http://www.coms-auth.hk>).

1. A company or an organisation is permitted to “self-provide” its own external circuits (including by the use of very small aperture terminal ("VSAT") or larger earth station) for its own communications under a Self-Provided External Telecommunications System ("SPETS") licence. Under the SPETS licence, the licensee is permitted to establish and maintain its own external circuits for sending messages to or receiving messages (or both) from places outside Hong Kong.
2. The annual licence fee for a SPETS Licence is HK\$750. In addition, if the licensed system includes one or more earth stations, a fee calculated according to the type of earth station is payable on the grant of the licence. Do not send any payment with your application. If your application is approved, you will receive a fee payment advice for the necessary licence fee.
3. Applicant may authorise an agent (hereafter called “Authorised Agent”) to complete and submit this application form on his behalf. The Authorised Agent must be a licensed radio dealer holding a valid Radio Dealers Licence (Unrestricted). A valid letter of authorisation from the applicant authorising the agent to apply for the licence on the applicant's behalf **MUST** be enclosed with this application form. The authorisation letter should bear an issue date, signature and a company chop (if applicable) of the applicant. Unless it is specified by the applicant, an authorisation letter issued more than eighteen months will not be accepted.
4. The radio equipment used in your radio system must be type approved by the Communications Authority. For further information, please call our Standards Section at 2961 6321 or check the list of certified telecommunications equipment at OFCA website (<http://www.ofca.gov.hk>).
5. For documents required to support this application, see the “Check List” at Annex 1.
6. Please return the completed application form by any of the following methods.
 - (a) Application in person or by post to: **Licensing Office, OFCA, 26/F Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong**
 - (b) By fax to: 3155 0985
 - (c) By e-mail to license.mis@ofca.gov.hk
 - (d) Use the “Submit” button in this form to submit the application online
7. 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 0985
 - (c) By e-mail to license.mis@ofca.gov.hk
8. The opening hours are 8:30 am to 12:30 pm and 1:30 pm to 5:45 pm Monday to Friday. Office closes on Saturday, Sunday and Public Holidays. For enquiry, please phone 2961 6671.

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.

自設對外電訊系統牌照申請表

SELF-PROVIDED EXTERNAL TELECOMMUNICATIONS SYSTEM (SPETS) LICENCE APPLICATION FORM

〔請在適當方格內加上✓號。Please enter✓in the appropriate check box.〕

A. 申請人資料 PARTICULARS OF APPLICANT:申請人名稱: _____
Name of Applicant: (英文, 請用正楷) (In English BLOCK letters)_____
(中文, 如適用者) (In Chinese, if applicable)

地址 Address: _____

電話號碼: _____ 傳真號碼: _____
Telephone No. Fax No.電郵地址: _____
E-mail業務性質: _____
Nature of Business**B. 聯絡人資料 CONTACT PERSON INFORMATION:**姓名: _____
Name

地址 Address: (如與上址不同 if different from above)

電話號碼: _____ 傳真號碼: _____
Telephone No. Fax No.電郵地址: _____
E-mail**C. 授權代理人 AUTHORISED AGENT:** (請看申請資料第3段 See paragraph 3 of the information notes)

(若你想授權代理人代你申請牌照, 請填寫下列資料。你並非必須委託任何人代你申請牌照。)

(Complete only if you wish to authorise an agent to apply for the licence on your behalf. It is NOT compulsory to appoint an authorised agent.)

授權代理人的公司名稱: _____
Company Name of Authorised Agent電話號碼: _____ 傳真號碼: _____
Telephone No. Fax No.電郵地址: _____
E-mail無線電商牌照(放寬限制)號碼 Radio Dealers Licence (Unrestricted) No.: RU

(注意: 一份由申請人簽發委託代理人代為申請牌照的有效授權書必須連同申請表一併遞交)

(Attention: A valid letter of authorisation from the applicant authorising the agent to apply for the licence on the behalf of the applicant must be enclosed with this application form.)

D. 公司資料 COMPANY INFORMATION: 申請人為“公司”
The applicant is a “company”公司的組織情形: 獨資 / 合夥 / 有限公司
Status of Company Sole Proprietorship / Partnership / Limited Company公司業務的扼要說明:
A brief description of the business of the company:

將會連接領牌系統的本港控股公司，附屬公司及聯營公司的名單。

A list showing the names of its holding company, the subsidiary companies and affiliated companies in Hong Kong which are to be connected to the proposed system.

<u>公司名稱</u> <u>Name of Company</u>	<u>公司類別</u> <u>Company Status</u>	<u>地址</u> <u>Address</u>
---------------------------------------	--------------------------------------	-----------------------------

- (i)
(ii)
(iii)

申請人為“組織”
The applicant is an “organisation”

(a) 組織宗旨及組織成員共同業務或利益的說明：
A description of the objects of the organisation and the common business or interest of the members of the organisation:

(b) 將會連接領牌系統的組織成員名單：
A list of the members of the organisation which are to be connected to the proposed system:

<u>組織名稱</u> <u>Name of Organisation</u>	<u>業務/活動</u> <u>Business/ Activity</u>	<u>地址</u> <u>Address</u>
--	---	-----------------------------

- (i)
(ii)
(iii)

E. 擬設系統的技術詳情 TECHNICAL DETAILS OF THE PROPOSED SYSTEM

1. 擬設系統和設施的概括說明，包括配置、結構和操作；如有關連，亦須一併說明擬與本港電訊網絡/服務建立的任何互連。(註：顯示技術裝置和接駁的簡圖亦須遞交)：
A general description of the system and facilities to be installed, including configuration, architecture and operation.
(Note: A schematic diagram showing the technical set-up and connection is also required.):

2. 任何擬接駁到香港公共交換電話網絡/服務。
Any proposed interconnection with public telecommunications networks/services (PSTN) in Hong Kong.

是 YES 否 NO

如「是」者、請提供此例外要求的全部辯解理由及所採取的措施來避免誤載第三方信息(見自設對外電訊系統牌照的指引第9段)。接駁到公共交換電話網絡，只會在非常特殊的情況下才會獲准。

If "YES", please give full justifications for the exception and the measures to avoid mis-use for carriage of third party message (see paragraph 9 of the Guidance Notes for the SPETS licence). Interconnection of the system with the public switched telephone network (PSTN) will only be permitted under very special circumstances.

3. 相關規格(及設備小冊子)：
Relevant specifications (and equipment brochures):

4. 擬設系統如會使用甚小孔徑終端或地球站，請填寫：
For a proposed system involving the use of VSATs or earth stations:
- (a) 擬設系統將會使用衛星名稱：
The name of the satellite(s) to be used by the proposed system:
- (b) 按指引附件3所列有關系統擬用的甚小孔徑終端或地球站的天線數目、大小和技術詳情：
Number of aerials, their sizes and detailed technical information of the VSATs or earth station involved in the system as listed in Attachment 3 of the Guidance Notes:

F. 技術支援詳情 TECHNICAL SUPPORT DETAILS

1. 可供用以設立和維持合乎牌照條件的擬設系統的技術支援詳情：
Details of the technical support available to establish and maintain the proposed system in compliance with licence conditions:
2. 擬設系統如會使用甚小孔徑終端或地球站，請填寫有關安排洽聘註冊結構工程師以符合牌照所訂結構安全規定(連同證明)的詳情，請參閱附件二的確認書樣本。
For a proposed system involving the use of VSATs or earth stations, details of the arrangement made to have access to a registered structural engineer to comply with the structural safety requirement stipulated in the licence. Please refer to attached sample certificate at Annex 2.

G. 保險 INSURANCE

擬設系統如使用甚小孔徑終端或地球站，請說明擬為擬設系統安排投保範圍的詳情。
(註：應為該系統就人身傷亡以及因裝設、維持和操作系統而引起或與之有關的財產損毀購買第三者保險；持牌人應為每項事故安排不少於500萬港元的保險)。
For a proposed system involving the use of VSATs or earth station, details of arrangements intended to be made on the insurance cover for the proposed system.
(Note: such system should be under insurance against third party liabilities in respect of personal injury, death and damage to property, arising out of or in connection with the installation, maintenance and operation of the system. Licensees are encouraged to arrange insurance of at least HK\$5,000,000 per occurrence):

H. 聲明 DECLARATION:

本人/我們擬申請自設對外電訊系統牌照，本人/我們聲明本申請表內所填報的資料全部真實及正確無誤。

I/We wish to apply for a SPETS Licence. I/We declare that the information given in this application form is true and correct.

申請人全名: _____ 日期: _____
Name (in BLOCK letter) _____ Date _____
職位: _____
Position held _____

*申請人簽名及公司印鑑: _____

Signature of applicant & Company Chop

* 本表格如經網上提交，申請人不需要簽署及蓋印。

Signature and company chop are not required for application form submitted online.

申請自設對外電訊系統牌照所需文件清單
Check List of Documents for the application of SPETS Licence

*申請人 / 代理人的姓名:
 *Name of Applicant / Agent

聯絡人:
 Contact Person

電話號碼:
 Telephone No.

項目 Item	文件 Document	已遞交 Submitted: 是/否 Y/N	備註 (本欄不用填寫) Remark (For Official Use Only)
1.	公司註冊證明書副本 Copy of Certificate of Incorporation		
2.	公司組織章程大綱和細則副本 Copy of Memorandum and Articles of Association		
3.	有效商業登記證副本 Copy of valid Business Registration Certificate (BRC)		
4.	登記冊內該商號資料的摘錄簽署證明本(如獨資經營或合夥公司) Certified Copy of an Extract of Information on the Business Registration Register. (if the company is a Sole Proprietorship or Partnership)		
5.	申請人給代理或無線電商的授權書 Authorisation Letter to Agent/Radio Dealer from applicant		
6.	證明申請人與將會連接領牌系統的本港控股公司、附屬公司和聯營公司之間業務關係的證明文件 Documentary proof of the corporate relationship between the licensee and its holding company, the subsidiary companies and affiliated companies in Hong Kong which are to be connected to the licensed system.		
7.	申請人與衛星網絡營辦商之間所簽租賃合約副本 Copy of Agreement between applicant and VSAT operator		
8.	港幣五百萬元或以上的保險單副本 Copy of Insurance Policy of HK\$5 million or above.		
9.	系統接駁簡圖 Schematic Diagram of System configuration		
10.	設備的規格小冊子(規格及說明書) Brochures of Equipment (Specification and Catalog)		
11.	確定無接駁香港公共交換電話網絡或服務 No PSTN connection confirmation		
12.	註冊結構工程師的確認書 Structural Engineer's Confirmation		
13.	技術支援文件 Technical Support Document		
14.	其它 Others		

*刪去不適用者

*Delete whichever inapplicable

通訊事務管理局辦公室
Office of the Communications Authority
 自設對外電訊系統牌照
 一般條件第13條所規定的確認書
CONFIRMATION UNDER GENERAL CONDITION 13 OF
A SELF-PROVIDED EXTERNAL TELECOMMUNICATIONS SYSTEM (SPETS) LICENCE

發射/接收天線的設置地點：
 Address of Transmitting/Receiving Aerial:

碟形天線大小(米)

Dish Size (in metres)

現正通訊的衛星

Satellite in Communication

天線牌子/型號

Make/Model of Aerial

本人 _____,

I,
 是根據香港法例第123章建築物條例註冊的結構工程師，謹此確認

a structural engineer registered under Section 3 of the Building Ordinance (Cap. 123), hereby confirm that:

- (a) 上述系統所用天線和支架足以抵受香港風力影響守則所註明的風力並能將之傳至支撐結構，而系統所用天線和支架所依附的樓宇，其穩定性不會受到該等天線和支架所影響。
 the aerial and supporting framework used in the above system is capable of sustaining and transmitting to the supporting structure wind loads specified in the Hong Kong Code of Practice on Wind Effects, and that the stability of the supporting building is not affected by any aerial and supporting framework used in the system;
- (b) 上述系統所用天線和支架並非設於任何街道的任何部分之內、之上或越過任何街道的任何部分豎設，無論該等街道是否官地契約所涵蓋的土地；而上述系統所用天線和支架，亦沒有任何部分固定或外懸於樓宇的側牆上；及
 the aerial and supporting framework used in the above system is not erected in, over or upon any portion of any street whether or not on land held under lease from the Government of the Hong Kong Special Administrative Region, and no part of it is fixed to, or overhangs, the side wall of a building; and
- (c) 上述系統所用天線和支架所豎設的高度，沒有違反香港法例第301章香港機場(管制障礙)條例的高度限制條文。
 the aerial and supporting framework used in the above system is not erected at a level which contravenes height limited provisions of the Hong Kong Airport (Control of Obstructions) Ordinance (Cap. 301)

日期： _____
 Date

簽署 _____
 Signed
 登記日期 _____
 Date Registered
 憲報公告檔號 _____
 Gazette Notification Reference
 電話號碼 _____
 Telephone No.