

Application for Unmanned Aircraft System (Private) Licence

NOTES

The applicant should read the “[*Guidelines for Submission of Applications for Unmanned Aircraft System \(Private\) Licence*](#)¹” (“Guidelines”) before completing this form. Definitions of terms in this application form follow those in the Guidelines. The 1.4 GHz band is confined to use by projects under the Low-altitude Economy (“LAE”) Regulatory Sandbox launched by the Government, and thus only successful applicants for the projects thereunder are eligible to be granted with the UAS (Private) Licence. The UAS (Private) Licence will be valid for a period of five years, and may be extended at the discretion of the Communications Authority (“CA”) for a further period of up to five years. Nevertheless, the period of validity of the UAS (Private) Licence will terminate at the same time when the tenure of the licensee’s project approved under the LAE Regulatory Sandbox ends or is terminated, unless otherwise approved by CA. Please refer to paragraphs 3.5 and 3.9 of the Guidelines for details on the period of validity of the licence and licence fees respectively.

1. This application form **MUST** be completed in all parts. Incomplete application form may cause delay in processing. This form is used for new licence applications, as well as for applications for extension of existing licences upon expiry.
2. The completed application form, together with the required supporting documents, should be submitted **in triplicate**, under confidential cover to CA at the following address. An electronic copy of the application form and the supporting documents should also be provided and sent to the following email address.

Office of the Communications Authority
29th Floor, Wu Chung House
213 Queen’s Road East
Wanchai
Hong Kong
(Attn.: Head, Regulatory 2)

Email: uas_private@ofca.gov.hk

1 The Unmanned Aircraft System (“UAS”) (Private) Licence is created for the establishment, operation and maintenance of a private wireless telecommunications system through radiocommunications installations, apparatus, equipment and UAS devices (hereafter referred to as “Private System”) with assignment of frequency channel(s) in the 1430 – 1444 MHz band (“1.4 GHz band”) for UAS operations in support of the development of low-altitude economy. It shall be noted that under the UAS (Private) Licence, (a) the Private System is for the licensee’s self-use only; and (b) the frequency channel(s) in the 1.4 GHz band will be assigned to a licensee on a non-exclusive, geographically sharing and first-come-first-served basis, subject to the scale of operation of the individual applications and the availability of spectrum in the 1.4 GHz band along the flight paths concerned.

3. The applicant may attach additional sheets of paper if the space provided in the application form is not enough. All documents submitted to the Office of Communications Authority (“OFCA”) will not be returned.
4. Enquiries concerning the application should be sent by post or email to the above addresses.
5. Alternatively, applications can be made by using the online application form. The web-based application form can be found at https://www.ofca.gov.hk/en/electronic_services/licence/index.html. For online application, an applicant should submit, in addition to the supporting documents, a letter signed by a director, a company secretary or an authorised person of the applicant and bearing the company chop to confirm that the application and the submission of the application form (including the declaration of applicant therein) and the provision of the required information and supporting documents are approved by the applicant.

SUPPLEMENTARY NOTES ON THE PROVISION OF PERSONAL DATA

1. The provision of personal data in this application form is voluntary. If the applicant does not provide sufficient information, OFCA may not be able to process the application.
2. The personal data provided by the applicant will be used by OFCA for processing the application and by CA for performing its functions, or exercising its powers under the Telecommunications Ordinance (Cap. 106) (“TO”).
3. The personal data provided by the applicant in this form may be disclosed to other government departments/agencies in connection with the assessment of the application.
4. Personal data will be handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486).
5. The applicant has a right of request for access and correction with respect to her/his personal data. The right of access includes the right to obtain a copy of the personal data provided by the applicant, though a charge may be levied on obtaining such information.
6. 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 2187 3104.

PART A	APPLICANT'S DETAILS
	1. Registered Company / Organisation Name: (English): (Chinese):
	2. Registered Office Address:
	3. Correspondence Address: (English): (Chinese):
	4. Company / Organisation Website:
	5. Telephone Number (General):
	6. Fax Number (General):
	7. Contact Person:
	8. Position of Contact Person in the Company / Organisation:
	9. Telephone Number of the Contact Person:
	10. Mobile Number of the Contact Person:
	11. Fax Number of the Contact Person:
	12. E-mail Address of the Contact Person:

PART B	COMPANY / ORGANISATION STRUCTURE
1. Please provide the following company / organisation information of the applicant - (a) If the applicant is a company incorporated under the Companies Ordinance (Cap. 622) in Hong Kong, it is required to submit a copy of its Certificate of Incorporation and Business Registration Certificate. If the applicant is a company incorporated outside Hong Kong, CA may also consider its application provided that it has registered under the Companies Ordinance (Cap. 622) as a non-Hong Kong company. In this connection, the applicant is required to submit a copy of its Certificate of Registration of Non-Hong Kong Company and Business Registration Certificate to CA for examination; (b) If the applicant operates in the form of sole proprietorship or partnership, it is required to submit a copy of its Business Registration Certificate and current Certified Extracts of Information on the Business Register issued by the Business Registration Office, Hong Kong (Form 1(a) or Form 1(c) as appropriate);	

- (c) If the applicant's status does not fall within those set out in sub-paragraph (a) and sub-paragraph (b) above, it is required to submit a copy of the documentary proof that the organisation is registered in Hong Kong and proof of the applicant's address (e.g. copy of electricity bill, telephone bill, etc.).
2. Details on the composition of the company's Board of Directors or the organisation's governing board, management and key officers, where applicable.
3. If the applicant (or its associated companies) currently holds any licences issued under the TO, please provide a list of such licences and licence numbers. If not applicable, please state "NIL".

PART C	PROPOSED PRIVATE SYSTEM
	1. Please provide a brief and concise Executive Summary of the Private System (including UAS devices) proposed to be operated by deploying the frequency channel(s) in the 1.4 GHz band under application for assignment for unmanned aircraft operations at specific UAS flight paths as approved by Civil Aviation Department (“CAD”). For the purpose of the UAS (Private) Licence, please note that UAS devices shall only be controlled remotely or operate autonomously, and do not have any human pilot nor passenger on board. 2. Please specify clearly the scope of Private System (including UAS devices) proposed to be operated using the frequency channel(s) in the 1.4 GHz band under application and operated under the UAS (Private) Licence. Nothing in the UAS (Private) Licence authorises the licensee to operate the Private System for carrying real-time voice communications or using any subscriber number, and provide any public telecommunications services and other service subject to licensing under the TO or any other ordinance.

3. Please provide a description of the Private System to be operated including the number of base stations to be set up and number of UAS devices to be put into operation.
4. Please provide a description of the operation and maintenance of the proposed Private System. The applicant is required to provide details of how the proposed Private System will be operated (e.g. any special operational features available).

(Successful applicants should be committed to the operation of the proposed Private System in Hong Kong as detailed in their applications, submissions and representations.)

PART D	NUMBER OF FREQUENCY CHANNELS
	1. Please specify the amount of the frequency channels in the 1.4 GHz band, each with a bandwidth of 2 MHz applied for the operation of the proposed Private System. In exercising the statutory powers under the TO for the management of radio spectrum including the granting of right to use spectrum, CA shall take into account factors including the proposed scope of Private System, the justifications provided and all relevant considerations as required by law and give due regard to the Radio Spectrum Policy Framework as promulgated by Hong Kong Government in April 2007 (https://www.cedb.gov.hk/assets/resources/ccib/policies/spectrum.pdf). 2. Please provide justifications (including quantitative information, where applicable) for the amount of the frequency channels in the 1.4 GHz band applied for. Please refer to paragraphs 3.1 – 3.2 of the Guidelines for details on spectrum available for application and assignment. <i>(Notwithstanding the above application, for the avoidance of doubt, CA has full discretion in determining any spectrum to be assigned to an applicant.)</i>

PART E	TECHNICAL DETAILS OF THE FACILITIES AND UAS DEVICES
	1. The applicant should provide a detailed description of the proposed facilities and UAS devices, and should illustrate how such facilities and fleet of UAS devices are designed and implemented to ensure efficient and reliable operation of the Private System. The description should cover - (a) Technical configuration including system layout and components with use of relevant diagram(s) for illustration, the technology to be employed, the likely choice of equipment and UAS devices, system design, capacity, and other technological characteristics; (b) Facilities to be set up and number of UAS devices to be put into operation at the time of launch of system and expansion plan of such facilities and scale of fleet of UAS devices (if any) for the first three years of operation; (c) Planned location(s) of equipment to be installed and facilities for control and maintenance of UAS devices on ground;

(d) Planned system management facilities; and

(e) Specification(s) with which the equipment comply. The specification(s) should be standard(s) covering functional specification(s), modulation, transmitting power, out-of-band and spurious emissions, antenna characteristics, etc., where applicable.

PART F	INFORMATION ASSOCIATED WITH UAS OPERATIONS
	1. The applicant should provide the following information which is associated with its UAS operations - (a) Elaboration of the kind of business supported by the proposed Private System; (b) UAS flight paths as approved by CAD for UAS operations under LAE Regulatory Sandbox projects and provide copies of documents in support of the approval granted by CAD; Please also indicate the target system operation areas that shall be in-line with the UAS flight paths as approved by CAD; and (c) Information of essential infrastructures that it intends to set up or has already set up to facilitate its UAS operations. Such essential infrastructures include designated take-off and landing points, facilities for maintenance of UAS devices on ground, as well as ground control stations.

PART G	IMPLEMENTATION PLAN
	1. The applicant should provide an implementation plan for deployment of the Private System using the frequency channel(s) assigned under application, showing the key milestones of the implementation for the first three years starting from the issue date of the UAS (Private) Licence including, where applicable, (a) plan for deploying the Private System; (b) schedule for procuring and delivery of equipment and UAS devices; (c) schedule for establishment of the essential infrastructures to facilitate UAS operations; (d) installation of equipment and facilities; (e) testing and commissioning of the Private System; and (f) target launch date of the Private System. The applicant shall adhere to this plan if the UAS (Private) Licence is granted.

PART H	OTHER INFORMATION
	1. The applicant should provide documentary proof showing that arrangement has been made with an insurance company indicating that it will insure itself, throughout the licence validity period, against its 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 Private System. The amount of insurance shall be at least HK\$10,000,000 per occurrence or such sum as CA may notify in writing in future. 2. The applicant may submit any other information not specified above but is considered helpful to the application.

PART I	DECLARATION OF APPLICANT
To: The Communications Authority, I/We hereby declare that the information and particulars provided by me/us in this form and in the documents submitted in support of the application are to the best of my/our knowledge, true, correct and complete, and any opinion expressed is honestly held. I/We understand that any untrue, incorrect and incomplete information in this form and the documents submitted may lead to rejection of the application. Signature with company / organisation chop: (for and on behalf of the applicant) _____ Signatory's full name in block letters: _____ Position held: _____ Date: _____	