

申請實驗電台牌照 APPLICATION FOR EXPERIMENTAL STATION 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. 本港的公司/商號必須持有實驗電台牌照，方可在經通訊事務管理局(「通訊局」)許可的指定地點管有、設置及維持一個作無線電通訊之用的發射及接收電台，該電台只可作為測試及發展組成該電台的無線電通訊器具之用。一般來說持牌人只獲准使用該電台作發射測試訊息純粹擬在電台所在的房間內予以接收，並接收相同的測試訊息。如有需要進行戶外測試，申請人要提出充分理由給通訊局考慮是否予以批准。戶外測試只會在非常特殊的情況下才會獲准。
2. 除已事先獲得通訊局許可進行戶外測試外，申請人不得從該電台發射任何能被該電台所在處所房間外作無線電通訊之用的任何電台或器具接收的電磁能。
3. 實驗電台牌照的牌費為每年港幣300元。
4. 申請時需要提交以下證明文件：
 - (a) 如公司的組織情形為「獨資」或「合夥」經營，所需文件為：
 - 有效商業登記證副本；及
 - 由香港商業登記署所簽發的該公司現時於商業登記冊內的資料摘錄核證本〔即表格1(甲)或表格1(丙)〕。
 - (b) 如公司的組織情形為根據公司條例註冊的「有限公司」，所需文件為：
 - 有效商業登記證副本；及
 - 公司註冊證書副本。
 - (c) 呈交的商業登記證副本必須包括機印部份，即顯示有繳費日期，收條號碼及繳付的款項。如未能呈交所有證件，申請將不獲處理。
5. 如擬設實驗電台地點與商業登記證上的地址不同，請遞交下列其中一份地址證明文件：
 - (a) 同一公司名稱及該擬設實驗電台地址的商業登記證副本；
 - (b) 同一公司名稱租用該擬設實驗電台地址的有效租約副本；或
 - (c) 由業主或物業管理公司發出的授權書，授權申請人可在擬設實驗電台的地點設立該電台及進行測試。
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 0936
 - (c) 電郵至 license.rdd@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 0936
 - (c) 電郵至 license.rdd@ofca.gov.hk
8. 接受以現金、支票、「易辦事」或「繳費靈」付款。如以支票付款，請劃線並寫明『通訊事務管理局辦公室』為抬頭人。付款辦法：
 - (a) 如親自前往通訊事務管理局辦公室牌照組，接受以現金、「易辦事」、劃線支票付款
 - (b) 如申請表格經郵寄、傳真或電郵提交，可郵寄劃線支票至通訊事務管理局辦公室牌照組收
 - (c) 如經網上申請，可郵寄劃線支票至通訊事務管理局辦公室牌照組或憑帳單編號使用「繳費靈」付款，帳單編號(申請參考編號)會於網上提交完成後在畫面上顯示及以電郵通知你
9. 如申請獲得批准，本辦公室會將牌照以郵遞方式寄回給你。
10. 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。

申請實驗電台牌照

APPLICATION FOR EXPERIMENTAL STATION 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. An Experimental Station Licence is required by a company/firm in Hong Kong to possess, establish and maintain transmitting and receiving stations for radiocommunications (hereinafter called "the Station") at a specific location approved by the Communications Authority ("CA") for the purpose only of testing and developing the radiocommunications apparatus comprised in the Station. In general, the licensee is allowed to use the Station for transmitting test messages intended solely for reception within the room in which the Station is situated and receiving the same test messages. If test is to be conducted outdoor, the applicant must provide justification to the CA for its consideration and approval. Outdoor test of the Station will only be permitted under very special circumstances.
2. Unless with the prior authorisation of the CA to conduct test outdoor, the applicant should take measures to ensure that no electro-magnetic energy capable of reception by any station or apparatus for radiocommunications situated outside the room in which the Station is situated shall be emitted from the Station.
3. The annual licence fee for an Experimental Station Licence is HK\$300.
4. The following documents are required to support this application:
 - (a) If the status of your company is "Sole Proprietorship" or "Partnership", the required supporting documents are:
 - a copy of the valid Business Registration Certificate; AND
 - a 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).
 - (b) If the status of your company is a "Limited Company" incorporated under the Companies Ordinance, the required supporting documents are:
 - a copy of the valid Business Registration Certificate; AND
 - a copy of Certificate of Incorporation.
 - (c) Copy of the Business Registration Certificate submitted must include the bottom part with a machine-printed column showing the date of payment, the receipt number and the amount paid. Application with insufficient supporting document will **not** be processed.
5. If the proposed location of the Station is different from the address on the Business Registration Certificate, please submit one of the following supporting documents with your application:
 - (a) A copy of a valid Business Registration Certificate bearing the address of the proposed location of the Station under the same company name; OR
 - (b) A copy of the rental agreement bearing the address of the proposed location of the Station and the same company name; OR
 - (c) A letter of authorisation from the property owner or property management company authorising the applicant to establish the Station and conduct test at the proposed Station location.
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 0936
 - (c) By e-mail to license.rdd@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 0936
 - (c) By e-mail to license.rdd@ofca.gov.hk
8. Payment can be made by cash, cheque, EPS or PPS. If pay by cheque please make cheque payable to "Office of the Communications Authority" and crossed. Payment methods:
 - (a) In person to to Licensing office of OFCA, you may pay by cash, EPS or crossed cheque
 - (b) If application is submitted by post, fax or e-mail, you may send a crossed cheque by post to Licensing office of OFCA
 - (c) If application is submitted online, 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 displayed and emailed to you upon online submission
9. If the application is approved, the licence will be sent to you by post.
10. 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.

牌照申請表 EXPERIMENTAL STATION LICENCE APPLICATION FORM

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

申請人資料 PARTICULARS OF APPLICANT :

公司名稱： _____
 Company name: (英文，請用正楷) (In English BLOCK letters)

(中文，如適用者) (In Chinese, if applicable)

公司的組織情形： 獨資 / 合夥 / 有限公司
 Status of Company Sole Proprietorship / Partnership / Limited Company

商業登記証號碼： _____
 Business Registration Certificate No.

公司地址 Company Address : _____

電話號碼： _____ 傳真號碼： _____
 Telephone No. Fax No.

電郵地址： _____
 E-mail Address

業務性質： _____
 Nature of Business

如已領有有效的無線電商牌照(放寬限制)，請寫出其牌照號碼： _____
 If you are in possession of a valid Radio Dealers Licence (Unrestricted), please give its licence number

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

實驗電台資料 EXPERIMENTAL STATION INFORMATION:

擬設實驗電台地點 Location of the Experimental Station:

擬設實驗電台是否會進行戶外測試？ Will you conduct outdoor test with the Experimental Station?

否 NO 是 YES

如「是」者，請提供充分理由以供通訊局考慮是否批准及在以下填寫組成實驗電台的無線電通訊設備的詳細資料。
 If "YES", please give full justification to the Communications Authority for its consideration and provide details of the radio equipment comprised in the Experimental Station in this section.

理由 Justification :

實驗電台無線電設備的詳細資料 Details of the radio equipment in the Experimental Station:

1. 廠名：
Make _____
2. 型號：
Type _____
3. 機身編號：
Serial number _____
4. 操作頻率 (兆赫)：
Operating frequency (MHz) _____
5. 最大頻差容限：
Maximum frequency tolerance _____
6. 最大有效輻射功率〔瓦特〕：
Maximum effective radiated power (Watt) _____
7. 發射類別：
Class of emission _____
8. 天線特性：
Aerial characteristics _____
9. 其他性能及技術標準：
Other performance and technical standards _____

聲明 DECLARATION:

本人/我們有意申請實驗電台牌照，本人/我們聲明在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 an Experimental Station 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.