

**申請公司/機構工業，科學及醫學電子器材(ISMEM) 牌照**  
**APPLICATION FOR COMPANY/ORGANISATION**  
**INDUSTRIAL SCIENTIFIC AND MEDICAL ELECTRONIC MACHINE (ISMEM) LICENCE**

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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. 任何人士欲管有或使用無線電發射及／或接收裝置作無線電通訊、遠距指令、控制或其他用途，必須申請適當的電訊牌照。
2. 工業，科學及醫學電子器材 (ISMEM) 牌照的牌費為每年港幣八十元。交回申請表時，請勿附上任何牌照費用，一俟申請獲得批准，通訊事務管理局辦公室會通知申請人繳付牌照費用。
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/機構蓋印（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>）查閱經驗証的電訊設備名單。
5. 申請人的名稱及地址將用作為持牌人的名稱及地址，請填上公司/機構的註冊名稱及地址。
6. 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
    - 公司註冊證明書副本。
  - (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。
7. 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](mailto:license.mis@ofca.gov.hk)
  - (d) 透過網上表格提交申請。
8. 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](mailto:license.mis@ofca.gov.hk)
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 6772**。

#### 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。

## APPLICATION FOR COMPANY/ORGANISATION INDUSTRIAL SCIENTIFIC AND MEDICAL ELECTRONIC MACHINE (ISMEM) LICENCE

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

1. For a person to possess or use a radio transmitting and/or receiving equipment for radiocommunications, telecommand, control or other purposes, the person must apply for an appropriate telecommunications licence from the Communications Authority ("CA").
2. The licence fee for an Industrial Scientific and Medical Electronic Machine (ISMEM) Licence is HK\$80 per annum. Do not send any payment with your application. If your application is approved, we will notify you for the payment of 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 of the applicant and chop of company/organisation (if applicable). 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 CA. 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. The name and address of the applicant will be used as the name and address of the Licensee, Please fill in the name and address of your company/organisation as that shown in the Business Registration Certificate.
6. 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.
7. 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](mailto:license.mis@ofca.gov.hk)
  - (d) By submitting the online form.
8. 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](mailto:license.mis@ofca.gov.hk)
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 6772**.

### 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.

申請公司/機構工業，科學及醫學電子器材 (ISMEM) 牌照

**APPLICATION FOR COMPANY/ORGANISATION****INDUSTRIAL SCIENTIFIC AND MEDICAL ELECTRONIC MACHINE (ISMEM) LICENCE****申請人資料 PARTICULARS OF APPLICANT:**

申請公司/機

構名稱：

Name of Company/Organisation: (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：

Status of

Company/Organisation

獨資 ☐ / 合夥 ☐ / 有限公司 ☐

Sole Proprietorship / Partnership / Limited Company

商業登記証號碼：

Business Registration Certificate No.

地址 Address：

電話號碼：

Telephone No.

傳真號碼：

Fax No.

電郵地址：

E-mail Address

業務性質：

Nature of Business

**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：

Telephone No.

傳真號碼：

Fax No.

電郵地址：

E-mail

貴公司是否持有由通訊事務管理局發給有效的ISMEM牌照？

Are your company holding a valid ISMEM Licence issued by the Communications Authority?

☐ 是 YES 請提供檔案或牌照號碼 Please give the file or licence number☐ 否 NO 申請表須連同證明文件一併遞交。 Supporting documents must be enclosed with the application.**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及地址：

Company Name and address of

Authorised Agent

電話號碼：

Telephone No.

傳真號碼：

Fax No.

電郵地址：

E-mail Address

無線電商牌照(放寬限制)號碼 Radio Dealers Licence (Unrestricted) No.:

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(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.)

**設備資料 EQUIPMENT INFORMATION :**

器材裝設地點 Address at which the apparatus is to be installed:

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器材的詳細資料 Details of the apparatus :

1. 廠名 : \_\_\_\_\_  
Make
2. 型號 : \_\_\_\_\_  
Type
3. 機身編號 : \_\_\_\_\_  
Serial no.
4. 操作頻率 (兆赫) : \_\_\_\_\_  
Operating frequency (MHz)
5. 輸出功率〔瓦特〕: \_\_\_\_\_  
Output power (Watt)
6. 電子管種類 : \_\_\_\_\_  
Type of valve(es)
7. 安裝日期 : \_\_\_\_\_  
Installation date

如申請牌照的器具超過一件，請複製本頁以填寫其餘的資料。如要網上提交申請，你可儲存此表格重覆使用，每份表格只可填寫一件器具的資料，並於完成後使用表格上的「提交」按鈕提交。

If you are applying licences for more than one apparatus, please give details of the rest on a copy of this page. For applications to be submitted online, you may reuse this form by saving a copy and then enter the equipment information for each apparatus on a separate form. Each form has to be submitted separately by using the "Submit" button on this form.

**聲明 DECLARATION :**

我們擬申請工業，科學及醫學電子器材牌照，我們聲明本申請表內所填報的資料全部真實及正確無誤。

We wish to apply for an Industrial Scientific and Medical Electronic Machine Licence. 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/  
機構印鑑: \_\_\_\_\_  
Signature of applicant and Company/Organisation's Chop

\* 本表格如經網上提交，不需要簽署及蓋印。

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