申 請 出 口 許 可 證
APPLICATION FOR EXPORT PERMIT

填寫本表格前，請你閱讀以下資料。「申請輸入及輸出無線電通訊發送器具許可證資料便覽」已刊載於通訊事務管理局（通訊局）網頁 (*https://www.coms-auth.hk*)。

1. 根據《電訊條例》第9條，除「無線電商牌照〔放寬限制〕」持牌人外，任何人士如要將無線發送器輸入或輸出香港，必須持有由通訊事務管理局所批給的許可證。
2. 出口許可證的發出費用為150元，每張許可證只可作一次性使用。
3. 如以公司名義申請，請填上公司的註冊名稱及地址。申請時請提交有效商業登記證副本。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。
4. 如以個人名義提出申請，請填上你的姓名及住址。申請人須出示身份證或護照供通訊事務管理局辦公室人員查閱。如申請人選擇承擔提供身份證或護照副本所引致的風險，通訊辦會考慮接受以文件副本申請。
5. 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。
6. 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* 。
7. 接受以現金、支票、銀行本票、繳費靈、「易辦事」或「轉數快繳費櫃枱」付款。如以劃線支票或銀行本票付款，請劃線並寫明『通訊事務管理局辦公室』為抬頭人，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) 如親自前往通訊事務管理局辦公室牌照組，接受以現金、劃線支票、銀行本票、「易辦事」或「轉數快繳費櫃枱」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 ;
   (d) 海外申請人亦可選擇經電滙(T/T)滙款。除許可證的發出費用外，滙款金額應包括電滙手續費，詳情請與我們聯繫 。
8. 以現金、「易辦事」或「轉數快繳費櫃枱」付款，許可證可即時發出。如以支票或「繳費靈」付款，許可證會於付款後第三個工作天發出。
9. 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 2187 3104。

申請出口許可證
APPLICATION FOR EXPORT PERMIT

Please read the information below before completing this application form. An "Information Note on the Application for Permit for Import and Export of Radiocommunications Transmitting Apparatus" is published at the Communications Authority ("CA") website (*https://www.coms-auth.hk*).

1. Under section 9 of the Telecommunications Ordinance, any person who wishes to import to or export from Hong Kong any radio transmitting apparatus ("RTA") will need to obtain a permit granted by the Communications Authority unless he is the holder of a Radio Dealers Licence (Unrestricted).

2. The fee for issuance of an Export Permit is HK$150. Each permit is good for one shipment of RTA only.

3. If the applicant is a company, the required supporting document is a copy of the valid Business Registration Certificate. 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.

4. If the application is made in the name of an individual, the applicant is normally required to produce the HK Identity Card or Passport for inspection. However, OFCA will also accept copy of the above document provided the applicant accepts that sending copy of the document is at the applicant's own risk.

5. 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.

6. 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 .

7. Payment can be made by cash, cheque, PPS, EPS or "FPS at counter". For payment by cheque or bank draft, please make the crossed cheque or bank draft 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 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 ;
   (d) For overseas applicant, payment can also be made by remittance through telegraph transfer. In addition to the permit issuance fees, any additional charge incurred in the remittance should be borne by the applicant. Please contact us for further details.

8. A permit will be issued immediately upon payment by cash, EPS or "FPS at counter". For payment by cheque or PPS, the permit will be issued on the third working day after fee payment.

9. 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 2187 3104.

通訊事務管理局
COMMUNICATIONS AUTHORITY

通訊事務管理局
COMMUNICATIONS AUTHORITY
出口許可證
EXPORT PERMIT

此表格需經繳費並由通訊事務管理局辦公室人員填妥下列第 5 及 6 段後，才成為一張有效的出口許可證。
This form will only become a valid Export Permit upon payment and completion of parts 5 and 6 below by the Office of the Communications Authority.

1. 出口商 Exporter

商號 Name :

地址 Address :

電話 Telephone :

商業登記證號碼 :
Business Registration Certificate No.

電郵地址 E-mail :

2. 收貨人 Consignee

商號 Name :

地址 Address :

出口日期 Export date :

貨運方式 Transport mode :

3. 出口無線電設備的詳細資料 Full description of the radio equipment to be exported :

數量 Quantity	設備類型 Equipment type	廠名/牌子 Make/Brand	型號 Model	機身編號 Serial number	價值 Value

* 如以上位置不夠，請往下頁填寫其他設備的資料。If the space above is insufficient, please go to the next page.

4. 出口商聲明 Exporter's Declaration (請在方格內加上✓號以接受聲明 Please check✓the box to accept the declaration)

☐ 我謹此聲明在本表格內所填報的資料全部正確無誤，並聲明運出的無線電設備將會是在本表格第 3 段所列的設備。
I hereby declare that the information given in this form is true and correct and the radio equipment exported shall be as those described in part 3 above.

申請人姓名
Applicant's Full Name : .....
（英文請用正楷）(In English BLOCK LETTERS)

日期 Date: .....

公事用，不用填寫 FOR OFFICIAL USE ONLY

5. 繳費 Payment

收據號碼
Receipt No.:

費用
Fee paid: $ 150

出口許可證號碼
Export Permit No.:

批准日期 ／ 時間
Date / Time Approved:

6. 批准 Approval

根據電訊條例(香港法例第106章)第9條，現批准上述出口商運出在第3段所開列的無線電設備。
In accordance with Section 9 of the Telecommunications Ordinance (CAP 106), permission is hereby given to the above named exporter to export the radio equipment as described in part 3 above.

.....
通 訊 事 務 管 理 局
For the Communications Authority
(代行)

部門印鑒
Departmental Chop

通 訊 事 務 管 理 局 辦 公 室
香港灣仔皇后大道東213號胡忠大廈26樓
電話 ： 2961 6671 傳真 ： 3155 0936

Office of the Communications Authority
26/F., Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.
Telephone : 2961 6671 Fax : 3155 0936

續上頁第3段 Continue from part 3 of previous page:

3. 出口無線電設備的詳細資料 Full description of the radio equipment to be exported :

數量 Quantity	設備類型 Equipment type	廠名/牌子 Make/Brand	型號 Model	機身編號 Serial number	價值 Value