申請自設對外電訊系統牌照 – 國際移動衞星陸上移動地球站
Application for Self-Provided External Telecommunications System (SPETS) Licence INMARSAT Land Mobile Station

填寫本表格前，請你閱讀以下資料。

1. 擬在香港管有、設置及維持或使用國際移動衞星陸上移動地球站作無線電通訊用途的人士，須領有自設對外電訊系統牌照。
2. 自設對外電訊系統牌照的牌費為每年港幣750元。
3. 在第一次申請牌照時, 需繳交港幣5,000元作為初次登記費。
4. 申請時需要提交以下證明文件 -
   (a) 如國際移動衞星陸上移動地球站屬個人擁有 -
   - 擁有人的香港身份證或護照副本。

   (b) 如國際移動衞星陸上移動地球站屬公司擁有 -
   - 有效商業登記證副本；及
   - 公司註冊證明書副本（如適用）。

   （**注意**: 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. 填妥的申請表格，請以下列方式提交 -
   (a) 親自前往或郵寄至**通訊事務管理局辦公室(通訊辦)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) 透過網上表格提交申請
   (e) 登入一站式電子申請平台(https://www.ofca.gov.hk/tc/electronic_services/one_stop_e_application_portal/index.html)

6. 需證明文件，請以下列方式提交 -
   (a) 親自前往或郵寄至通訊辦牌照組；
   (b) 傳真至 3155 0985；
   (c) 電郵至 *license.mis@ofca.gov.hk*。
   (d) 登入一站式電子申請平台(https://www.ofca.gov.hk/tc/electronic_services/one_stop_e_application_portal/index.html)

7. 接受以現金、劃線支票、銀行本票、「繳費靈」、「易辦事」、「轉數快」繳費櫃枱 或 網上平台「轉數快」付款。如以劃線支票或銀行本票付款，須註明支付『通訊事務管理局辦公室』。恕不接受遠期支票。非本地銀行支票或銀行本票應包括本地銀行收取的手續費。如以「繳費靈」付款，賬單號碼會於網上申請完成後以電郵通知你 或 憑付款單編號付款 。網上平台「轉數快」則只適用於透過一站式電子申請平台遞交之申請。

8. 如申請獲得批准，相關文件將以電郵方式發送或登入一站式電子申請平台下載 (只適用於已登記帳戶)。

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。

10. 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。

Please read the information below before completing this application form.

1. A Self-Provided External Telecommunications System Licence should be obtained before a person possesses, establishes and maintains or uses an Inmarsat land mobile station for radiocommunications in Hong Kong.
2. The annual licence fee for a Self-Provided External Telecommunications System Licence is HK$750.
3. A charge of HK$5,000 is required for initial application.
4. The following documents are required to support this application -
   (a) if the Inmarsat land mobile station is owned by an individual -
   - copy of the Hong Kong Identity Card (HKID) or passport of the owner.

   (b) if the Inmarsat land mobile station is owned by a company -
   - copy of the valid Business Registration Certificate; **AND**
   - copy of Certificate of Incorporation (if applicable).

   (**Attention**: 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. Please submit the completed application form by any of the following methods -
   (a) application in person or by post to: **Licensing Office, Office of the Communications Authority (OFCA), 26/F Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong;**
   (b) by fax to 3155 0985;
   (c) by e-mail to *license.mis@ofca.gov.hk*
   (d) By submitting the online form
   (e) Login to One-stop e-Application Portal (https://www.ofca.gov.hk/en/electronic_services/one_stop_e_application_portal/index.html)

6. Please submit the supporting documents 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*.
   (d) Login to One-stop e-Application Portal (https://www.ofca.gov.hk/en/electronic_services/one_stop_e_application_portal/index.html)

7. Payment can be made by cash, crossed cheque, bank draft, PPS, EPS, FPS at counter or FPS via Online Portal. For crossed cheque or bank draft payment, please make it payable to "Office of the Communications Authority". Post-dated cheque will not be accepted. Cheque or bank draft issued by overseas bank should cover the charges of our local bank. For PPS payment, the bill number (application reference number) will be emailed to you upon online submission of applications or you may make payment by referring to the "Debit Note No.". FPS via Online Portal is only applicable to applications submitted via One-stop e-Application Portal.

8. If the application is approved, a set of related documents will be sent to you by email or download in the One-stop e-Application Portal (Only suitable for registered account).

9. The opening hours are 8:30 am to 12:30 pm and 1:30 pm to 5:45 pm Monday to Friday. The office will close on Saturday, Sunday and Public Holidays.

10. 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.

自設對外電訊系統牌照 – 國際移動衞星陸上移動地球站申請表
Self-Provided External Telecommunications System (SPETS) Licence
INMARSAT Land Mobile Station Application Form

申請人的資料
PARTICULARS OF APPLICANT

(請用正楷填寫及在適當方格內加上 ✓ 號　Please fill in BLOCK letters and enter ✓ in the appropriate check box)

☐ 該國際移動衞星陸上移動地球站是由以下個人所擁有
The Inmarsat Land Mobile station is owned by the following individual

英文姓名
Name in English:_____
(姓氏先行 Surname first)

中文姓名
Name in Chinese:_____
(如適用 If applicable)

香港身份證／護照號碼
HKID/Passport No. :_____
簽發機構
Issuing Authority:_____

☐ 該國際移動衞星陸上移動地球站是由以下公司所擁有
The Inmarsat Land Mobile station is owned by the following company

英文公司名稱
Company Name in English:_____

中文名稱
Name in Chinese:_____
(如適用 If applicable)

公司註冊證明 書號碼
Certificate of Incorporation No.: _____
商業登記證號碼
Business Registration Cert. No.:_____

公司授權人
Authorized Person:_____
☐ 公司授權信〔如有〕
Authorized Letter (if any)

公司註冊地址
Company Registration Address:_____

通訊地址
Corresponding address:_____

聯絡電話號碼
Contact Telephone No.:_____
傳真號碼
Facsimile No.:_____

電郵地址
E-mail Address:_____

國際移動衞星陸上移動地球站的資料
PARTICULARS OF INMARSAT LAND MOBILE EARTH STATION EQUIPMENT

儀器類別 ☐ 手提式 ☐ 手提肩扶式
Type of equipment: Portable Transportable

國際移動衞星陸上移動地球站編號〔如有〕 混合電子編號
Inmarsat Land Mobile No. (if any):_____ Hybrid ISN No.:_____

製造商名稱 型號 機身編號
Make:_____ Model:_____ Equipment Serial No:_____

發射類別 發射功率 發射／接收頻率
Class of Emission:_____ Tx Power:_____ Tx/Rx Frequencies:_____/_____

申請人的聲明
DECLARATION OF APPLICANT

本人／我們茲聲明本人／我們在此表格及所呈交文件內所提供的內容及資料，就本人／我們所知及相信均屬真實、正確及完整。
I/We hereby declare that the information and particulars given by me/us in this form and in the documents submitted are to the best of my/our knowledge true, correct and completed.

申請人或公司授權人簽名*
Signature of Applicant/
Company Authorised Person *:_____

申請人或公司授權人姓名
Name of Applicant/
Company Authorised Person:_____

公司授權人職位
Position Held by
Company Authorised Person:_____

日期
Date:_____

（如國際移動衞星陸上移動地球站為公司擁有，請蓋上公司印鑑*)
(Company chop is required for company owned Inmarsat land mobile station *)

* 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.