

## 申請無線電廣播轉播電台牌照 Application for Broadcast Radio Relay Station Licence

填寫本表格前，請閱讀以下資料和在通訊事務管理局（通訊局）網頁 (<http://www.coms-auth.hk>) 的「無線電廣播轉播電台牌照申請指引」。

1. 擬在香港設置及維持一個電訊系統以無線電接收及轉播地面聲音或電視節目至本港境內某擬覆蓋的區域的人士，須領有無線電廣播轉播電台牌照。
2. 無線電廣播轉播電台牌照的牌費為每年港幣 750 元。
3. 申請時需要提交以下證明文件 -
  - (a) 申請人資料 -
    - (i) 如公司的組織情形為「獨資」或「合夥」經營：
      - 有效商業登記證的副本；及
      - 由香港商業登記署發出的最新「商業登記冊內的資料摘錄的核證本」的副本。
    - (ii) 如公司的組織情形為根據公司條例註冊的「有限公司」：
      - 有效商業登記證的副本；及
      - 公司註冊證明書副本。
    - (iii) 如機構的組織情形非屬上述性質：
      - 可證明機構已在香港註冊的證明文件副本；
      - 有效商業登記證的副本（如適用）；及
      - 地址證明。（如電費單或電話費單等副本）
    - (iv) 如以個人名義提出申請：
      - 申請人身份證或護照的副本；及
      - 地址證明。（如電費單或電話費單等副本）
  - (b) 擬設置的無線電廣播轉播電台的技術詳情 -
    - (i) 系統配置的簡圖；
    - (ii) 計劃使用的設備的完整清單；及
    - (iii) 一幅顯示接收器和發射器的位置以及該系統擬覆蓋的區域的地圖。

（注意：呈交的商业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。）
4. 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)樓宇內置系統分組**，地址為：**香港灣仔皇后大道東 213 號胡忠大廈 20 樓**；
  - (b) 傳真至 3460 1699；或
  - (c) 電郵至 [in-bldg@ofca.gov.hk](mailto:in-bldg@ofca.gov.hk)。
5. 所需證明文件，請以下列方式提交 -
  - (a) 親自前往或郵寄至通訊辦樓宇內置系統分組；
  - (b) 傳真至 3460 1699；或
  - (c) 電郵至 [in-bldg@ofca.gov.hk](mailto:in-bldg@ofca.gov.hk)。
6. 接受以現金、劃線支票、銀行本票、「易辦事」或「繳費靈」付款。如以劃線支票或銀行本票付款，請寫明『**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樓宇內置系統分組，接受以現金、劃線支票、銀行本票或「易辦事」付款；
  - (b) 如申請表格經郵寄、傳真或電郵提交，可郵寄劃線支票或銀行本票至通訊事務管理局辦公室樓宇內置系統分組收；
  - (c) 如經網上申請，可郵寄劃線支票或銀行本票至通訊事務管理局辦公室樓宇內置系統分組，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以電郵通知你。
7. 如申請獲得批准，通訊辦會將牌照以郵遞方式寄回給你。
8. 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。
9. 如有任何查詢，請電 8102 4100。

### 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 and the “Guidelines for Application for Broadcast Radio Relay Station Licence” in the Communications Authority’s (CA’s) website (<http://www.coms-auth.hk>) before completing this application form.

1. A Broadcast Radio Relay Station Licence (hereinafter referred to as BRRS Licence) should be obtained before a person establishes and maintains a telecommunications system to receive and re-broadcast terrestrial sound or television programmes by radio to serve any area within the territory of Hong Kong.
2. The annual licence fee for a BRRS Licence is HK\$750.
3. The applicant should provide the following information and documents -
  - (a) Applicant’s information -
    - (i) If the status of your company is "Sole Proprietorship" or "Partnership":
      - a copy of the valid Business Registration Certificate; and
      - a copy of the latest Certified Extracts of Information on the Business Register issued by the Business Registration Office, Hong Kong.
    - (ii) If the status of your company is a "Limited Company" incorporated under the Companies Ordinance:
      - a copy of the valid Business Registration Certificate; and
      - a copy of Certificate of Incorporation.
    - (iii) If the status of your organisation is not one of the above:
      - a copy of the documentary proof that your organisation is legally registered in Hong Kong;
      - a copy of the valid Business Registration Certificate (if applicable); and
      - proof of company address. (e.g. copy of electric bill; telephone bill, etc.)
    - (iv) In the case that the application is made in the name of an individual -
      - a copy of proof of the Hong Kong Identity Card or Passport; and
      - proof of address. (e.g. copy of electric bill; telephone bill, etc.).
  - (b) The technical details about the proposed BRRS -
    - (i) a schematic diagram showing the system configuration;
    - (ii) a complete list of equipment to be used; and
    - (iii) a map showing the location of the receiver and the transmitter, and the service area to be covered by the system.

**(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.)
4. Please submit the completed application form by any of the following methods -
  - (a) application in person or by post to: **In-building Subsection, Office of the Communications Authority (OFCA), 20/F Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong;**
  - (b) by fax to 3460 1699; OR
  - (c) by email to [in-bldg@ofca.gov.hk](mailto:in-bldg@ofca.gov.hk).
5. Please submit the supporting documents by any of the following methods -
  - (a) in person or by post to In-building Subsection of OFCA;
  - (b) by fax to 3460 1699; OR
  - (c) by email to [in-bldg@ofca.gov.hk](mailto:in-bldg@ofca.gov.hk).
6. Payment can be made by cash, crossed cheque, bank draft, EPS or PPS. If pay by crossed cheque or bank draft, please make payable to "**Office of the Communications Authority**". Payment methods:
  - (a) in person to In-building Subsection of OFCA, you may pay by cash, crossed cheque, bank draft or EPS;
  - (b) if application is submitted by post, fax or email, you may send a crossed cheque or bank draft by post to In-building Subsection of OFCA;
  - (c) if application is submitted online, you may send a crossed cheque or bank draft by post to In-building Subsection of OFCA or pay by PPS using the given bill number. The bill number (application reference number) will be emailed to you upon online submission.
7. If the application is approved, the licence will be sent to you by post.
8. 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.
9. For enquiry, please phone 8102 4100.

#### 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 the 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.

無線電廣播轉播電台牌照申請表  
BROADCAST RADIO RELAY STATION LICENCE APPLICATION FORM

申請人資料  
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)

申請人的情形  個人  公司  機構  
Applicant Status: Individual Company Organisation

名稱  
Name: \_\_\_\_\_  
英文 (姓氏先行) In English (Surname first)

中文 (如適用) In Chinese (if applicable)

香港身份證號碼/護照號碼 (如適用) 簽發機構  
HKID No./ Passport No. (if applicable): \_\_\_\_\_ Issuing Authority: \_\_\_\_\_

商業登記證號碼 (如適用)  
Business Registration Certificate No. (if applicable): \_\_\_\_\_

法定註冊文件種類 (如適用)  
Type of Official Registration Document (if applicable): \_\_\_\_\_

註冊文件號碼 簽發日期  
Document Registration No.: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

地址  
Address: \_\_\_\_\_

電話號碼 傳真號碼  
Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
辦公室 Office 流動 Mobile

電郵地址  
Email Address: \_\_\_\_\_

擬設置的無線電廣播轉播電台的負責人資料  
INFORMATION OF PERSON RESPONSIBLE FOR BROADCAST RADIO RELAY STATION (BRRS):

姓名  
Name: \_\_\_\_\_

地址  
Address: \_\_\_\_\_

電話號碼 傳真號碼  
Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
辦公室 Office 流動 Mobile

電郵地址  
Email Address: \_\_\_\_\_

無線電廣播轉播電台的詳細資料  
BROADCAST RADIO RELAY STATION DETAILS

擬設置該無線電廣播轉播電台的目的  
The purpose of establishing the proposed BRRS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

擬設置該無線電廣播轉播電台的地點

Location of the proposed BRRS: \_\_\_\_\_

該系統擬覆蓋的區域

Proposed area of coverage: \_\_\_\_\_

該無線電廣播轉播電台的預定啟用日期

Target commissioning date of the proposed BRRS: \_\_\_\_\_

擬轉播的廣播節目名單

A list of broadcasting programmes services to be relayed:

認可廣播節目名稱 Name of Authorized Broadcasting Programmes Services	發射頻率 Transmitting Frequencies	最大有效輻射功率 Maximum effective radiated power

**申請人聲明  
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.

申請人簽署  
Signature of Applicant: \_\_\_\_\_

申請人姓名  
Name of Applicant: \_\_\_\_\_

職位  
Position Held: \_\_\_\_\_

申請人公司／機構印鑑  
Applicant's Company/Organisation Chop

日期  
Date: \_\_\_\_\_