

申請廣播轉播電台牌照 Application for Broadcast 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「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導線向本港境內任何地區轉播地面聲音或電視節目的人士，須領有廣播轉播電台牌照。
2. 廣播轉播電台牌照的牌費為每年須就每 100 個(不足 100 個亦作 100 個計算)輸出點繳付費用港幣 360 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) 有關擬設置的廣播轉播電台的技術詳情 -
 - (i) 系統配置和所使用的技術的簡圖；
 - (ii) 計劃使用的設備的完整清單；及
 - (iii) 具備以下資料的地圖 -
 - 擬設分配網絡的電纜路線；
 - 接收器和中繼器的位置；
 - 系統擬覆蓋的服務地區。

(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。如未能呈交所有文件, 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;
 - (c) 電郵至 in-bldg@ofca.gov.hk; 或
 - (d) 使用本表格的「提交」按鈕作網上申請。
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。
6. 接受以現金、支票或「易辦事」付款。如以支票付款, 請劃線並註明抬頭人為『通訊事務管理局辦公室』。付款辦法 -
 - (a) 如親自前往**通訊辦樓宇內置系統分組**, 接受以現金、「易辦事」或劃線支票付款;
 - (b) 如經互聯網、郵遞、傳真或電郵提交申請表格, 可郵寄劃線支票至**通訊辦樓宇內置系統分組**收。
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 Relay Station Licence” in the Communications Authority’s (CA’s) website (<http://www.coms-auth.hk>) before completing this application form.

1. A Broadcast Relay Station Licence (hereinafter referred to as BRS Licence) should be obtained before a person establishes and maintains a telecommunications system to relay the terrestrial sound or television programmes by wires to serve any area within the territory of Hong Kong.
2. The annual licence fee for a BRS Licence is a fee of HK\$360 for every 100 outlet points or part thereof.
3. The following documents are required to support this application -
 - (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 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 BRS -
 - (i) a schematic diagram showing the system configuration and the technology to be employed;
 - (ii) a complete list of equipment to be used;
 - (iii) a map showing
 - the cable routing of the proposed distribution network;
 - the locations of the reception units and repeaters; 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;
 - (c) By email to in-bldg@ofca.gov.hk; OR
 - (d) Use the “Submit” button in this form to submit the application online.
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.
6. Payment can be made by cash, cheque or EPS. For payment by cheque, please make the crossed cheque payable to "Office of the Communications Authority". Payment methods -
 - (a) In person to In-building Subsection of OFCA, you may pay by cash, EPS or crossed cheque;
 - (b) If application is submitted online or by post, fax or e-mail, you may send a crossed cheque by post to In-building Subsection of OFCA.
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.

廣播轉播電台牌照申請表
BROADCAST 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 (請用正楷) In English (BLOCK LETTERS)

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: _____

通訊地址

Correspondence Address: _____

電話號碼

傳真號碼

Telephone No.: _____ Fax No.: _____

辦公室 Office

流動 Mobile

電郵地址

E-mail Address: _____

擬設置的廣播轉播電台的負責人資料

INFORMATION OF PERSON RESPONSIBLE FOR BROADCAST RELAY STATION (BRS)

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

E-mail Address: _____

廣播轉播電台的詳細資料

BROADCAST RELAY STATION DETAILS

擬設置該廣播轉播電台的目的

The purpose of establishing the proposed BRS:

擬設置該轉播電台 (接收點) 的地點

Location of the proposed relay station (point of reception): _____

該系統擬分發的區域

Proposed area of distribution: _____

連接擬設系統的輸出點數目

Number of outlet points connected to the proposed system: _____

該廣播轉播電台的預定啟用日期

Target commissioning date of the proposed BRS: _____

擬轉播的廣播節目名單

A list of broadcasting programme services to be relayed:

廣播節目名稱 Name of Broadcasting Programme Services	頻率／頻道 Frequency / Channel

**聲明
DECLARATION**

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* 日期
Applicant's Company/Organisation Chop* Date : _____

* 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.