

## 申請酒店電視（發送）牌照 Application for Hotel Television (Transmission) 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「酒店電視(發送)牌照申請指引」。

1. 擬在香港設置及維持一個電訊系統在旅館內提供電視娛樂和資訊服務的人士，須領有酒店電視(發送)牌照。
2. 只有根據旅館業條例（第 349 章），獲旅館業監督發給牌照的旅館，才會獲得通訊局考慮簽發酒店電視(發送)牌照。
3. 酒店電視(發送)牌照的每年牌費為 -
  - (a) 港幣 750 元；及
  - (b) 須就在發牌時每 100 個(不足 100 個亦作 100 計算) 用作系統的獨立輸出端的接收裝置繳付費用港幣 700 元。
4. 申請時需要提交以下證明文件 -
  - (a) 旅館有效的商業登記證副本和公司註冊證明書副本（如適用）。如旅館由母公司持有，則須一併提交母公司的商業登記證副本和公司註冊證明書／非香港公司註冊證明書副本；
  - (b) 由旅館業監督根據旅館業條例（第 349 章）簽發的牌照副本；及
  - (c) 擬設系統的說明，包括分配系統的詳情，以及擬設系統接駁詳情的圖則。  
(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。所有送交通訊事務管理局辦公室(通訊辦)的文件將不會退還給申請人。如未能呈交所有證件，可能會阻延處理申請。)
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)。
6. 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)。
7. 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。
8. 如申請獲得批准，通訊辦會將牌照以郵遞方式寄回給你。
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 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 Hotel Television (Transmission) Licence” in the Communications Authority’s (CA’s) website (<http://www.coms-auth.hk>) before completing this application form.

1. A Hotel Television (Transmission) Licence (hereinafter called HTT Licence) should be obtained before a person establishes and maintains a telecommunications system for the provision of television entertainment and information services within a hotel or a guesthouse in Hong Kong.
2. Only a hotel or a guesthouse licensed by the Hotel and Guesthouse Accommodation Authority under the Hotel and Guesthouse Accommodation Ordinance (Cap 349) will be considered by the Communications Authority for the issue of a HTT Licence.
3. The annual licence fee for a HTT Licence is -
  - (a) a fee of HK\$750; AND
  - (b) a fee of HK\$700 for every 100 reception units, or part thereof, functioning as an independent output from the system on the issue of the licence.
4. The following documents are required to support this application -
  - (a) copies of the Business Registration Certificate and the Certificate of Incorporation (if applicable) of the hotel or the guesthouse. If the hotel or the guesthouse is held by a parent company, copies of the Business Registration Certificate and the Certificate of Incorporation/Certificate of Registration of Non-Hong Kong Company of the parent company are also required;
  - (b) a copy of the licence issued by the Hotel and Guesthouse Accommodation Authority under the Hotel and Guesthouse Accommodation Ordinance (Cap 349); AND
  - (c) a description of the system to be installed including the details of the distribution system together with a schematic diagram showing the detailed connections of the proposed 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. All documents submitted to the Office of the Communications Authority (OFCA) will not be returned. Application with insufficient supporting document may cause delay in processing).
5. Please submit the completed application form by any of the following methods -
  - (a) application in person or by post to: **In-building Subsection, 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).
6. 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).
7. 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.
8. If the application is approved, the licence will be sent to you by post.
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 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.

## 酒店電視(發送)牌照申請表

## HOTEL TELEVISION (TRANSMISSION) LICENCE APPLICATION FORM

## 申請人資料

## PARTICULARS OF APPLICANT

公司名稱

Company Name: \_\_\_\_\_

英文(請用正楷) In English (BLOCK LETTERS)

中文(如適用) In Chinese (if applicable)

商業登記證號碼

Business Registration Certificate No.: \_\_\_\_\_

註冊地址

Registered Address: \_\_\_\_\_

通訊地址

Correspondence Address: \_\_\_\_\_

電話號碼

Telephone No.: \_\_\_\_\_

辦公室 Office

流動 Mobile

傳真號碼

Fax No.: \_\_\_\_\_

電郵地址

Email Address: \_\_\_\_\_

## 聯絡人資料

## CONTACT PERSON INFORMATION:

姓名

Name: \_\_\_\_\_

地址

Address: \_\_\_\_\_

電話號碼

Telephone No.: \_\_\_\_\_

辦公室 Office

流動 Mobile

傳真號碼

Fax No.: \_\_\_\_\_

電郵地址

Email Address: \_\_\_\_\_

## 酒店電視發送系統的詳細資料

## HOTEL TELEVISION TRANSMISSION SYSTEM DETAILS

發射器/接收器地點(即擬設系統的旅館的名稱及地址)

Location of transmitter / reception unit(s) (i.e. Name and address of the hotel/guesthouse where the proposed system is installed):

發射器地點

Location of transmitter unit(s):

接收器地點

Location of reception unit(s):

連接擬設系統的接收裝置數目

Number of reception units to be connected to the proposed system: \_\_\_\_\_



