

申請無線電通訊學校牌照 Application for Radiocommunications School Licence

填寫本表格前，請你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「無線電通訊學校牌照申請指引」。

1. 擬在香港管有、設置及維持無線電通訊電台作訓練及指導用途的人士，須領有無線電通訊學校牌照。
2. 無線電通訊學校牌照牌費為每年港幣300元。
3. 申請時需要提交以下證明文件 -
 - (a) 有效商業登記證副本及公司註冊證明書副本（如適用）；或團體的法定註冊文件副本；
 - (b) 無線電通訊學校的課室、工作室、無線電台和實驗室平面圖；
 - (c) 無線電通訊學校的無線電通訊裝置清單；及
 - (d) 學校導師的專業證書副本和教學資歷證明文件。

（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）的交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。）
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；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**通訊辦牌照組**；
 - (b) 傳真至 3155 0985；或
 - (c) 電郵至 license.mis@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) 如親自前往通訊辦牌照組，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牌照組收。
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 2961 6282。

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 2591 0316。

Please read the information below and the “Guidelines for Application for Radiocommunications School Licence” in the Communications Authority’s (CA’s) website (<http://www.coms-auth.hk>) before completing this application form.

1. A Radiocommunications School Licence should be obtained before a person possesses, establishes and maintains or uses a radiocommunications station for training and instruction purposes in Hong Kong.
2. The annual licence fee for a Radiocommunications School Licence is HK\$300.
3. The following documents are required to support this application -
 - (a) Copies of the valid Business Registration Certificate and Certificate of Incorporation (if applicable); or a copy of the official registration document of the organisation;
 - (b) The floor layout plans of the classrooms, workshop, radio station and laboratory of the radiocommunications school;
 - (c) The list of the radiocommunications equipment of the radiocommunications school; **AND**
 - (d) Copies of instructors’ professional qualifications and pedagogical qualifications.

(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).
4. Please submit 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, Wan Chai, Hong Kong;**
 - (b) By fax to 3155 0985;
 - (c) By e-mail to license.mis@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 Licensing office of OFCA;
 - (b) By fax to 3155 0985; **OR**
 - (c) By e-mail to license.mis@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 Licensing office 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 Licensing office 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 **2961 6282**.

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 2591 0316.

無線電通訊學校牌照申請表

RADIOCOMMUNICATIONS SCHOOL 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

Applicant Status:

公司

Company

合法註冊團體

Legally Registered Organisation

名稱

Name:

英文(請用正楷) In English (BLOCK letters)

中文(如適用) In Chinese (if applicable)

註冊地址

Registered Address:

通訊地址

Correspondence Address:

電話號碼

Telephone No.:

傳真號碼

Fax No.:

辦公室 Office

流動 Mobile

電郵地址

E-mail Address:

法定註冊文件

OFFICIAL REGISTRATION DOCUMENT

種類

Type:

註冊號碼

Registration No.:

簽發日期

Date of Issue:

聯絡人資料

CONTACT PERSON INFORMATION:

姓名

Name:

地址

Address:

電話號碼

Telephone No.:

傳真號碼

Fax No.:

辦公室 Office

流動 Mobile

電郵地址

E-mail Address:

無線電通訊學校的詳細資料

RADIOCOMMUNICATIONS SCHOOL DETAILS

電台地點

Location of Station :

導師資料**PARTICULARS OF INSTRUCTOR(S)**

(請在適當方格內加上 ✓ 號並填寫所需的資料。 Please enter ✓ in the appropriate box and fill in the required information.)

姓名 _____ 專業資歷 _____
 Name: _____ Professional Qualification: _____
 教學資歷 _____
 Pedagogical Qualification: _____

姓名 _____ 專業資歷 _____
 Name: _____ Professional Qualification: _____
 教學資歷 _____
 Pedagogical Qualification: _____

姓名 _____ 專業資歷 _____
 Name: _____ Professional Qualification: _____
 教學資歷 _____
 Pedagogical Qualification: _____

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.

申請人簽署名*
 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/Organization Chop *)

日期
 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.