

2 February 2024

**Circular Letter to all Hotel Television (Transmission) Licensees**

Dear Sir/Madam,

**Amendment to the Period of Validity of  
Hotel Television (Transmission) Licence (“HTVTL”)**

With a view to streamlining the licensing framework and improving effectiveness of licence administration, the Communications Authority has decided to amend the validity period of HTVTL from one year to two years pursuant to section 7(6) of the Telecommunications Ordinance (Cap 106). Collection of licence fees is remained unchanged which is on an annual basis.

The above amendment will take effect from 28 March 2024. HTVTL to be issued or renewed on or after 28 March 2024 will be subject to a period of validity of two years. More information can be found from Annex.

Should there be any enquiry on the matter, please contact Miss S. Y. KAM at 2961 6266 or the undersigned at 2961 6293.

Yours faithfully,

*[Signed]*

( K. H. MAK )  
for Director-General  
of Communications

*(Effective on 28 Mar 2024)*

Annex

**Period of Validity and Licence Fees  
determined by the Communications Authority**

**HOTEL TELEVISION (TRANSMISSION) LICENCE**

Period of Validity

The licence shall be valid for two years and shall expire on the first day of the month next following the month in which it was issued and in the second year following the year in which it was issued. Subject to the discretion of the Authority, the licence may be renewed for a period of two years at a time.

Fees

1. An annual fixed fee of \$750 shall be payable on the issue or on anniversary of the issue of the licence in each year while the licence remains in force.
2. An annual variable fee of \$700 shall be payable for every 100 reception units or part thereof functioning as an independent output from the system on the issue or on anniversary of the issue of the licence in each year while the licence remains in force.
3. For the purpose of determining the fees payable under paragraph 2, the number of reception units shall be those functioning at the time when the licence is issued or on anniversary of the issue of the licence in each year while the licence remains in force.