

**Guidelines on Submission of Representations to
Communications Authority Broadcast Complaints Committee** ^{Note 1}

1. Written representations should be forwarded to the Secretary of the Broadcast Complaints Committee within 14 working days of the receipt of the letter inviting representations. However, the licensee or the person who is the subject of complaint may ask for an extension of the time allowed for making written representations. Such requests should be made in writing to the Secretary of the Broadcast Complaints Committee before the expiry of the period for making written representations and the reason(s) for seeking an extension should be given.
2. The licensee or the person who is the subject of complaint should notify the Secretary of the Broadcast Complaints Committee within 14 working days of the receipt of the letter inviting representations if he wishes to make oral representations.^{Note 2}
3. When making oral representations –
 - (a) the licensee or the person who is the subject of complaint should at most be represented by two persons; and
 - (b) the representations should not normally exceed 10 minutes.

However, the number of representatives and the duration of the representations may be varied at the discretion of the Broadcast Complaints Committee.
4. Oral representations may be made in English or Cantonese.
5. The purpose of oral representations is to give the licensee or the person who is the subject of complaint an opportunity to state his own case. The Broadcast Complaints Committee is not obliged to answer any questions put forward by the licensee or the person who is the subject of complaint when making such representations.

^{Note 1} Any complaints that a licensee or any person has contravened – (a) the Broadcasting (Miscellaneous Provisions) Ordinance (Cap. 391), the Broadcasting Ordinance (Cap.562) or Part IIIA of the Telecommunications Ordinance (Cap. 106); (b) the terms or conditions of a licence; or (c) a broadcasting Code of Practice.

^{Note 2} The licensee concerned may request for a tape recording of the oral representation.
Fee for request made before the oral representation is HK\$425.
Fee for request made after the oral representation is HK\$587.

6. If the licensee or the person who is the subject of complaint considers that the dramatic context of a scene under complaint should be taken into account in the consideration of the complaint, the onus is on him to satisfy the Committee in this respect by providing any relevant information, including a story outline, in his representations.

27 February 2019