

**GUIDELINES FOR APPLICATION FOR AMATEUR STATION LICENCE**

**1. Introduction**

- 1.1 The following guidelines for application for Amateur Station Licence (ASL) are issued pursuant to Section 6(D)(2)(a) of the Telecommunications Ordinance (Cap. 106) (the Ordinance).
- 1.2 Under the Ordinance, a licence is required for possession, establishment and maintenance (or use) of a radiocommunications apparatus or station. Accordingly, an ASL should be obtained from the Communications Authority (CA) for a person, society, club, association, school, etc. to possess, establish and maintain an amateur station. If an ASL is issued to a society, club, association, school, etc. (hereafter called the “club”), members or students of the club are allowed to operate the club’s amateur station(s) in Hong Kong in the presence of and under the direct supervision of the supervisor(s) of the amateur station(s) of the club (the supervisors).
- 1.3 For the purpose of operating licensed amateur radio equipment without possessing any amateur radio equipment, a person may apply to the CA for an Authority to Operate (ATO) without the need to hold an ASL.
- 1.4 Copies of the sample ASL and ATO can be downloaded from the website of the CA’s at <http://www.coms-auth.hk>.

**2. Licensing Criteria**

- 2.1 The licensed amateur station should only be used for the purpose of self-training, intercommunication and technical investigations carried out by radio amateurs, that is, by duly authorised persons interested in radio technique solely with a personal aim and without pecuniary interest.
- 2.2 For application for an ASL or ATO, the applicant should possess one of the following documents -
  - (a) Hong Kong Radio Amateur Certificate issued by the CA;
  - (b) documentary evidence showing that the applicant has passed a radio amateur examination conducted by the CA or a recognised local organisation;
  - (c) Harmonised Amateur Radio Examination Certificate (HAREC) issued by an administration participating in the European Conference of Postal and

Telecommunications Administrations (CEPT) Recommendation T/R 61-02 together with documentary evidence showing that the applicant will stay in Hong Kong for a period longer than three months;

- (d) Radio Amateurs' Examination (City & Guilds of London) Certificate;
- (e) Amateur station licences issued by other administrations and recognised by the CA as equivalent to the ASL of Hong Kong; or
- (f) Amateur Station Licence issued by the Ministry of Industry and Information Technology of the People's Republic of China and Amateur Radio Operation Licence<sup>1</sup> issued by the Chinese Radio Amateurs Club .

2.3 For application for an ASL for club, the following criteria should be fulfilled -

- (a) the club should be officially registered in Hong Kong; and
- (b) the supervisors should hold a valid ASL and/or ATO.

### **3. Documents and Information to be submitted**

3.1 For application for an ASL or ATO, the applicant should submit photocopies of the following documents -

- (a) Hong Kong Identity (HKID) Card or passport<sup>2</sup>;
- (b) HKID Card or passport of the guardian if the applicant is below the age of 18<sup>2</sup>;
- (c) one of the documents stated in paragraph 2.2 above; and
- (d) documentary evidence issued by the CA or a recognised local organisation showing that the applicant has passed an amateur Morse test of 12 words per minute (wpm) or 5 wpm (if available).

3.2 For application for an ASL for club, the applicant should submit photocopies of the following documents -

- (a) official registration document of the club registered in Hong Kong;
- (b) HKID Card or passport of the responsible person of the club;
- (c) HKID Card or passport of the supervisors; and
- (d) ASL and/or ATO of the supervisors.

### **4. Licence Application**

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<sup>1</sup> Holders of Category A Mainland ASL and Amateur Radio Operation Licence are allowed to apply for Hong Kong ASL and/or ATO for operating amateur radio equipment in the 50.00 - 51.50 MHz, 52.025 - 52.11 MHz, 144.0 - 146.0 MHz, 430.0 - 431.0 MHz and 435.0 - 439.8 MHz frequency bands only .

<sup>2</sup> If the applicant is the holder of the Mainland ASL and Amateur Radio Operation Licence stated in paragraph 2.2(f) above, the applicant and his guardian can submit photocopies of the Mainland Resident Identity Card and Exit-Entry Permit for Travelling to and from Hong Kong and Macau/other travel documents instead.

4.1 Application should be made with a completed application form together with the documents mentioned above. The application can be submitted to the Office of the Communications Authority (OFCA) by any of the methods as stated in the application form. The application form can be downloaded from the CA's website at <http://www.coms-auth.hk>.

## **5. Period of Validity and Fees**

5.1 An ASL shall be valid for one year. A fee of \$150 shall be payable on the issue or renewal of the licence. An ATO shall be valid for five years. A fee of \$160 shall be payable on the issue or renewal of the ATO.

## **6. Importing Amateur Radio Equipment**

6.1 Pursuant to section 9 of the Telecommunications Ordinance, any person who wishes to import any radio transmitting equipment into Hong Kong needs to obtain an import permit from the Communications Authority unless he / she is the holder of an appropriate telecommunication licence e.g. Radio Dealer Licence (Unrestricted). Please refer to the "Information Note on the Application for Permit for Import and Export of Radiocommunications Transmitting Apparatus" at <http://www.coms-auth.hk/filemanager/statement/en/upload/90/i187e.pdf> for details.

## **7. Enquiries**

7.1 Any person who has enquiries relating to licensing matters may

(a) call us on +852 2961 6278;

(b) fax to +852 3155 0932;

(c) mail to the Licensing Office, OFCA, 26/F., Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong; or

(d) e-mail to [ama\\_enq@ofca.gov.hk](mailto:ama_enq@ofca.gov.hk).