

GUIDELINES FOR APPLICATION FOR RADIOCOMMUNICATIONS SCHOOL LICENCE

The following guidelines for application for Radiocommunications School Licence are issued pursuant to Section 6(D)(2)(a) of the Telecommunications Ordinance (Cap. 106) (the Ordinance).

Under the Ordinance, a licence is required for possession, establishment and maintenance (or use) of a radiocommunications station. Accordingly, a Radiocommunications Station licence should first be obtained from the Communications Authority (CA) before a person maintains and uses a radiocommunications station for training and instruction purposes. The radiocommunications station may be used by the instructors for demonstration and by the students for practising radiocommunications.

Licensing Criteria

- (1) The applicant has to be a business entity registered under the Business Registration Ordinance (Cap.310) / the Companies Ordinance (Cap.622), or an organisation legally registered in Hong Kong.
- (2) The radio station or radio laboratory of the radiocommunications school has to be accepted by the CA.
- (3) The professional qualifications of the instructors have to be accepted by the CA.
- (4) The classroom for tuition should meet the Buildings and Fire Services Ordinance and the relevant environmental legislation.
- (5) Reference should be made to the items in the General Conditions and Special Conditions of the Radiocommunications School Licence for other licensing criteria of the Radiocommunications School Licence. The sample licence may be viewed and downloaded from the website of the CA at <http://www.coms-auth.hk>.

Documents and Information to be submitted

- (1) Photocopies of the Business Registration Certificate and Certificate of Incorporation (if applicable) or a photocopy of the official registration document of the organisation;
- (2) The floor layout plans of the classrooms, workshop, radio station and laboratory of the radiocommunications school;
- (3) The list of the radiocommunications equipment of the radiocommunications school; and
- (4) The list of the instructors of the radiocommunications school with their professional and pedagogical qualifications.

Licence Application

Applications should be submitted to the Office of the Communications Authority together with a duly completed application form and the required documents using 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>.

Licence Validity and Fee

Validity: One year

Fee: \$300

Enquiries

Any person who has enquiries relating to licensing matters may

- (1) call us on 2961 6282;
- (2) fax to 3155 0985;
- (3) mail to Licensing Office, OFCA, 26/F., Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong; or
- (4) e-mail to license.mis@ofca.gov.hk.