

**Bills Committee on
Firearms and Ammunition (Amendment) Bill 1999**

**Administration's Response to Issues/Proposals
Raised at Previous Bills Committee Meetings**

I Nature of modified firearms

Some members suggested that the Administration should relax the control over modified firearms used for TV/film shooting by removing it from the definition of "arms" under the Firearms and Ammunition Ordinance (Cap.238).

2. Section 2(4) of Cap.238 stipulates that an article which would otherwise be within the definition of "arms" shall not be excluded therefrom by reason only of the fact that it is defective or out of repair. Irrespective of whether a firearm is modified for TV/film shooting purpose or deactivated for decoration purpose, it is still within the definition of "arms" under the Ordinance. Removing modified firearms used for TV/film shooting from the definition of "arms" under Cap.238 would weaken the existing control over the possession and use of firearms in Hong Kong.

3. Mr. B J Heard, the head of the Police's Forensic Firearms Examination Bureau (FFEB), demonstrated at the Bills Committee meetings on 19 April 1999 and 4 May 1999 how these modified firearms could be reverted to function like genuine firearms. He clearly pointed out that it was technically feasible for a modified firearm capable of creating the required effect in a TV/film production to be reverted to discharge live ammunition. For the sake of public safety, we therefore have to regulate the possession and use of modified firearms as other types of arms. We will, however, streamline the application procedures to facilitate the use of modified firearms for TV/film shooting as far as practicable. Details are set out in the ensuing paragraphs.

II Exemption Permits for possession of modified firearms

4. Some Members suggested that the Administration should consider allowing a TV/film producer or any specified person to apply and hold exemption permit on behalf of all actors for using modified firearms in a TV/film production. Some kinds of contractual agreements would be made between the exemption permit holder and the actors to set out the responsibilities of both parties to comply with the conditions of the exemption permit.

5. We have consulted the Department of Justice and been advised that under the proposed arrangements, there will be considerable difficulties in taking enforcement action against the exemption permit holder or actors who actually possess and use the modified firearms where there is a breach of the permit condition. The existing control over the possession and use of modified firearms will also be weakened as the Police, being the Licensing Authority, do not know who would actually use the firearms and whether they are fit and proper persons to do so. In addition, we have reservation on the feasibility of the proposal to ask the exemption holder to sign contracts with the actors on the use of modified firearms and whether the idea would be welcomed by the film industry.

6. We believe that the more practical way to facilitate TV/film production in this aspect is to improve the licensing regime to make it more user-friendly. In this connection, the Police have reviewed the existing system and introduced various improvement measures -

- (a) to provide more flexibility to a TV/film producer, the Police have extended the validity period of an exemption permit from two months to four months;
- (b) special arrangements have been made under which the Police Licensing Office will not require applicants for exemption permits to list down the proposed shooting location(s) at the time of their applications. Instead, the location(s) can be approved about three days in advance with the Police Public Relations Branch prior to the actual filming taking place. Shorter notice will also be accepted on

reasonable grounds;

- (c) no restriction would be imposed on the use of modified firearms for TV/filming shooting in the hours between 11 p.m. to 6 a.m. provided that permit holders can comply with the provisions of other legislation such as the Noise Control Ordinance; and
- (d) no restriction would be imposed on the maximum number of modified firearms to be used in TV/film production.

7. We have also examined the feasibility of charging only one actor while waiving the charges for the others for the exemption permits issued for using modified firearms in a single TV/film production with the Finance Bureau. The proposal is not supported because it is the established policy of the Government that recurrent financial assistance provided to private organizations should be by way of subvention/grant instead of fee waiver. At present, fee waiver for the issue of exemption permits is few which concern assistance provided to charitable and nonprofit making organizations.

III Inspection of modified firearms

8. Members are concerned that the proposed regular inspection of modified firearms may interrupt the normal business of the arms dealers.

9. Under the existing system, all modified firearms are required to be inspected by the FFEB before they are firstly used. No subsequent inspection is required. However, experience shows that the modification of a firearm may become ineffective due to the normal wear and tear, improper use or lack of maintenance of the firearm. In addition, as the use of modified firearms for TV/film shooting is not confined to approved ranges, it is more prone to accidents. We therefore believe that there is a genuine need to inspect modified firearms regularly to ensure the safety of the users as well as other people in the vicinity. Our proposal is to inspect each modified firearm at an interval of two years. The inspection will be conducted by the FFEB of the Police.

10. As regards the estimated time that the FFEB would take to inspect a modified firearms, the FFEB expects that they can complete one inspection within several days. The Police would therefore set a performance pledge to complete an inspection of a modified firearm within a week.

IV Power to specify application forms

11. Members are concerned about the proposal to empower the Commissioner of Police to specify forms under Cap.238. Some members suggested that the Administration should consider setting out the application forms in the Schedule to the Ordinance or stipulating in the Ordinance that substantial changes to the content of the forms are subject to scrutiny by the LegCo.

12. All application forms in the First Schedule to the Firearms and Ammunition Regulations were repealed in 1994 as a consequential amendment introduced by the Security and Guarding Services Ordinance. The amendment was proposed by the Law Draftsman in view of their policy of removing as many prescribed forms as possible from the statute book of Hong Kong.

13. The Department of Justice has confirmed that forms are increasingly being specified administratively instead of being prescribed as subsidiary legislation. Even the Companies Ordinance (Cap.32) was amended in 1997 to empower the Registrar of Companies to specify forms used under that Ordinance. Other examples include applications for liquor licences under the Dutiable Commodities Ordinance (Cap.109), registration or exemption of registration of a local society under the Societies Ordinance (Cap.151), and registration of a design under Registered Designs Ordinance (Cap.522). The replacement of “prescribed forms” by “specified forms” can provide the Administration with the flexibility required to meet the operational requirements in the changing world e.g. the need to adapt to an electronic regime. It is also not a normal practice to stipulate in a legislation that any substantial changes to a “prescribed form” are subject to scrutiny by LegCo as it is very difficult, if not impossible, to define such kinds of changes.

14. To alleviate the possible concerns about the uncertainty arising from the proposed “specified forms”, we suggest requiring the Commissioner of Police to specify forms by publication in the Gazette. that means the Commissioner has to inform the public whenever he makes any changes to an application form used under Cap.238. Such arrangement is more flexible because the forms so specified are not subsidiary legislation.

15. As reported in the previous Bill Committee meetings, the Police are reviewing all application forms used under Cap.238 with a view to enabling applicants to submit all required information at one go. The review has been completed and a set of the revised forms is enclosed at Annex A for Members’ reference. The general licensing criteria are also set out in the information note for each type of licence/exemption permit for reference.

16. In response to Members’ suggestion, we propose to stipulate in Cap. 238 that when processing applications for licence (including the possession licence and dealers’ licence), the Commissioner of Police will consider whether the applicant is a fit and proper person, whether he has a legitimate need to hold the licence and whether there are any objections in terms of public safety and security. Such considerations will also be stipulated in the provisions concerning the renewal and cancellation of licences.

V Limited licence issued under section 30 of Cap.238

17. Under the existing legislation, a licensed arms dealer is allowed to deal in arms and ammunition by way of trade or business only at the premises specified in the licence (usually refer to the dealer’s shop and armoury). A dealer has to apply for a limited licence under section 30 of Cap. 238 if he/she is required by the Commissioner of Police to transport the arms and/or ammunition to the FFEB for inspection. In the same way, a licensee or a permit holder is required to apply for such limited licence if he/she is required by the Commissioner to submit the arms or ammunition, to which the licence or permit relates, to a designated place (the armoury of the Police Headquarters or FFEB) for

testing. To waive these unnecessary licensing requirements, we propose to make an additional amendment to Cap.238 to allow such transport without obtaining a limited licence.

VI Surrender of licences under section 34 of Cap.238

18. Some Members pointed out that a licensee may not be able to make an appeal under section 35 of Cap.238 once his/her existing licence expires even if he/she intends to do so. It may take some time for the licensee to seek legal advice or to collate information and documents to support the appeal. Under the Amendment Bill, if an appeal is not yet brought (even if the appeal is made later), the licensee is still required to surrender the licence under section 34 of Cap.238.

19. We have re-examined sections 34 and 35 of Cap.238. To cover the scenario mentioned in paragraph 18 above, we propose to amend section 35(2) of the Ordinance to the effect that the obligation to surrender the licence under section 34(2) arises on the expiry of 28 days from the revocation (i.e. the time limit for the submission of an appeal to the Administrative Appeals Board) or after the appeal is disposed of, if an appeal is brought within the 28 days.

VIII Required information about shooting clubs

20. At present, there are 20 licensed shooting clubs. Ten of them have armouries located in the clubs and five of them are clubs for air gun shooting.

21. A copy of the existing licensing conditions for shooting clubs is enclosed at Annex B for Members' reference.

Security Bureau

June 1999

[resp-arms.doc]

For applicant currently not holding a valid Licence for Possession

Have you ever applied for Licence for Possession in Hong Kong?

- No
- Yes Please state the date of previous application: _____

Was the application successful?

- No The reasons of unsuccessful application _____

- Yes Type of arms under previous application:

Previous Licence Number and date of issue:

Reasons of cancellation / revocation / non-renewal:

Records of illness and criminal conviction

Have you ever attempted to commit suicide, or suffered from any illness, including mental disorder, which may affect your capability in controlling the arms?

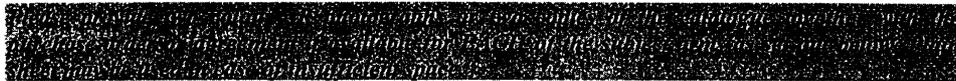
- NO
- Yes (*please provide details*)

Have you ever been convicted an offence in Hong Kong or elsewhere? Offences include a traffic offence for which you were fined HK\$1,000 or more, or its equivalent in other currencies, or in respect of which your driving licence was revoked.

- No
- Yes (*please give full details at below*)

Date of conviction	Offence	Sentence	Venue of trial (including country)

Part II : Particulars of the Arms under Application



	Subject Arms	Subject Arms	Subject Arms
1) Brand name			
2) Model			
3) Length of Barrel/ Total length (for harpoon gun only)			
4) Source where the subject arms is to be obtained # Delete where inappropriate	(a) Name of the dealer/ person#: (b) Dealer's Licence/Arms Licence No. #:	(a) Name of the dealer/ person#: (b) Dealer's Licence/Arms Licence No. #:	(a) Name of the dealer/ person#: (b) Dealer's Licence/Arms Licence No. #:
5) Calibre and serial no. <i>(for FIREARM and AIR GUN only)</i>			
6) No. of rounds of ammunition <i>(for FIREARM only) (see Note below)</i>			

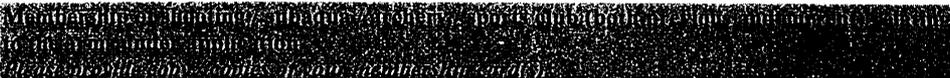
Note : If you require to possess **OVER 100 ROUNDS** of ammunition for the **FIREARM** under application, please provide reasons.

Reasons for requiring to possess arms and ammunition

- Recreation and sport
- Hunting purposes under the Wild Animals Protection Ordinance (Chapter 170)

poss-arm

Part III : Details of Shooting Activities



Period (month/year)		Name and address of club	Position held
From	To		



Period. (month/year)		Details of Training / Instruction received	Duration (in hours)Test/Exam.
From	To		



How long have you participated in shooting activities? _____ year(s) _____ month(s)

How many days of shooting practices have you undertaken in the past year? _____

Date (month/year)	Competition undertaken	Awards/certificates/medals won (if applicable)

Part IV: Storage of the Subject Arms

Please provide a copy of the agreement from an approved armoury for the provision of storage services (for firearms and airguns).

Name and address of the storage armoury

*If the subject arms is **NOT** to be stored in an approved armoury, please provide reasons and details below. Firearms and air guns **MUST** be stored in an approved armoury unless there is compelling justification.*

Address of the proposed storage location: _____

Reason for **NOT** storing the subject arms in an approved armoury

Storage and security facilities to be used (*please provide sketch and photos*)

List of **ALL** persons who have access to the premises for storage

Name	Relationship with applicant	Type of Identity Doc. & No.

Part V: Transportation of the Subject Arms

Security arrangement for transportation of the arms and ammunition
Please provide photographs and specifications of any carrying case or box to be used.

Type of carrying case or box to be used (*state the material and type of lock used*)

Part VI: Declaration of the Applicant

I DECLARE that the information and particulars submitted by me in support of this application are, to the best of my knowledge and belief, both true and correct. I understand that section 47 of the Firearms and Ammunition Ordinance, Chapter 238 states that any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption permit commits an offence and is liable to imprisonment for 2 years.

I hereby authorise the Commissioner of the Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to the Police Licensing Office, and to obtain information and/or to inquire into any and all of my personal data from any third party for the purpose of investigation into and/or enforcing any matters relating to my application.

I also understand that the personal data provided by means of this form will be used by the Commissioner of the Police for processing applications/ updating record /conducting all kinds of present and subsequent investigations/enforcing licensing conditions in connection with arms licences and/or permits under the Firearms and Ammunition Ordinance, Chapter 238.

Date_____

Applicants' Signature:_____

**Recommendation of the Club
in support of an Application for
Licence for Possession / Addition / Replacement * of Arms**

Firearms and Ammunition Ordinance (Chapter 238)

Section I (To be completed by the Applicant)

I, Mr / Mrs / Miss / Ms* _____
(HKID No. _____) am a member of your club (name of the club and location)

(Membership No. _____). I have submitted an application for Licence for Possession / Addition / Replacement * of the Arms mentioned below and have given your club as a referee.

(Please “✓ “ as appropriate)

- Firearms Air gun Crossbow Harpoon gun

	Arms under application	Arms under application	Arms under application	Existing arms to be replaced (for replacement of arms only)
Brand name & model				
Length of barrel/ Total length (for harpoon gun only)				
Calibre (for firearms & air gun only)				
Quantity of ammunition (for firearms only)				

I would be grateful for your recommendation in support of my application by completing Section II of this form.

_____ Date

_____ Applicant's Signature

* Please delete where inappropriate

Section II (To be completed by a Responsible Officer of the Club)

Notes:

The recommendation should be made by a **responsible officer** of the club, who -

- (a) in relation to a corporation, is a member of the board of directors of that corporation;
- (b) in relation to an unincorporated association of persons, is a member of the management or executive committee (however described) of that association holding the office of president, chairman, vice chairman, secretary or a similar office; or
- (c) any other person, who holds an office in a corporation or unincorporated association of persons who is wholly or mainly responsible for the management of that corporation or association.

Police Licensing Office,

I recommend / do not recommend* the application of
Mr / Mrs / Miss / Ms* _____ for a Licence for
Possession / Addition / Replacement* of the Arms stated in Section I above.

A. Information on the Applicant

<p>1. How long has the applicant been a member of your shooting club? Is the applicant active member? Please provide details of his attendance in the past 12 months.</p>
<p>2. Please give an assessment of the application in terms of the applicant's behaviour, ability and hands-on knowledge in handling the arms.</p>

* Please delete where inappropriate

B. Information relating to the Subject Arms

Please use separate sheet for EACH firearm / air gun / crossbow under application. (not applicable to harpoon gun application)

Type, brand name and model of the subject arms

3. Are the subject arms authorised for and commonly used in competition? Please state the name / type of the competitions with a brief description of the competition rules.

4. Please provide the name and address of the organising bodies for such competitions, location of events and their frequency / scheduled dates.

5. Are the subject arms suitable for use at your club's range? Does your club organise any of the above competitions? Please provide the competition dates and venues held in the past 12 months and to be held in the coming year.

6. Are the function and calibre of the firearms under application the same or similar to that being replaced? (for **replacement of arms** only)

7. Please provide any other information that you think will be of assistance in assessing the application.

Warning-

Under Section 47 of the Firearms and Ammunition Ordinance (Chapter 238), any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false, in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption permit commits an offence and is liable to imprisonment for 2 years.

Date

Name & signature
of the responsible officer of the Club

Telephone No.

Position held & official chop of the Club

Information Notes
Application for Licence for Possession / Addition of Arms

Licensing criteria

- Application will only be considered if an applicant -
 - (a) has a legitimate need to possess arms; and
 - (b) is a fit and proper person.
- Applicants will be required to undertake and pass an arms handling test arranged by the Police Licensing Office.
- The Commissioner may also take into other relevant considerations in the interest of public safety and security.
- Applicants are advised to read the Firearms and Ammunition Ordinance Cap. 238, in particular Part IV thereof Copy of the Ordinance is available from the Government Publications Centre and on the Internet <http://www.justice.gov.hk>

Completion of form

- This form can be completed in Chinese or English (block letters).

Applications and enquiries

- Applications and enquiries should be made to the Arms Licensing section of the Police Licensing Office.
- Applicants are required to submit *in person* the completed application form together with the duly signed supporting documents to -

Arms Licensing Section	Telephone no.	:2527 7457
Police Licensing Office	Fax no.	:2527 1166
20/F Wanchai Central Building	Office hours	:Mondays - Fridays 9 a.m. to 1 p.m.
89 Lockhart Road		2 p.m. to 5 p.m.
Wanchai, Hong Kong		Saturdays 9 a.m. to 12 p.m.
		Sundays/Public Holidays Closed

- We pledge to complete processing of an application within 28 working days upon receipt of **ALL** the required documents and information. Our pledge depend much on the quality of information provided in your application and if insufficient information is supplied, this will affect the time required to process your application.

Issue of licence

- Upon approval of the application, the applicant is required to pay the licence fee within 3 months. Otherwise a fresh application will be required.

Criminal records

- You should include full details of all convictions in your application. No conviction will be regarded as 'spent'. The provisions under section 2 of the Rehabilitation of Offenders Ordinance (Cap. 297) do not by reason of section 4 of that Ordinance apply to proceedings related to a person's suitability to be granted or to continue to hold a licence.

Access to personal data

- You have the right of access and correction with respect to personal data as provided for under section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.
- Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to Executive Officer (Licensing), Licensing Office, 17/F - 21/F, Wanchai Central Building, 89 Lockhart Road, Wanchai, Hong Kong.

Warning-

Under Section 47 of the Firearms and Ammunition Ordinance (Chapter 238), any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption permit commits an offence and is liable to imprisonment for 2 years.

- PROVISION OF PERSONAL DATA -
提供個人資料

Purpose of Collection

收集資料的目的

1. The personal data provided by means of this form will be used by the Commissioner of the Police for processing applications/updating record/conducting all kinds of present and subsequent investigations /enforcing licensing conditions in connection with arms licences and/or permits under the Firearms and Ammunition Ordinance, Cap.238.
警務處處長會使用本申請表所提供的個人資料，以便根據香港法例第 238 章《火器及彈藥條例》處理與槍械彈藥牌照及／或許可證有關的申請／紀錄更新／所有現時及日後的調查／執行有關規條的事宜。
2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your applications/update your record.
在本表格上提供個人資料屬自願性質。倘若你提供的資料不充足，本處可能無法處理你的申請／更新你的紀錄。
3. Any material falsification or omission of information may result in the Commissioner's refusal to give approval.
若虛報或漏報重要資料，警務處處長可拒絕批准申請。

Classes of Transferees

可獲披露資料的機構

4. The personal data you provide by means of this form may be disclosed to other government departments and public or private organizations for the purposes mentioned in paragraphs 1-3 above.
你在本表格提供的個人資料，為上述第一至三段載目的，可能會向其他政府部門及公營或私營機構披露。

Access to Personal Data

查閱個人資料

5. You have a right of access and correction with respect to personal data as provided for in section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access included the right to obtain a copy of your personal data provided by this form.
根據《個人資料（私隱）條例》第十八條及第二十二條和附表一的第六原則，你有權查閱及改正個人資料。你亦有權獲取一分填有你個人資料的本表格的副本。

Enquiries

查詢

6. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:
如對本表格所收集的個人資料有任何疑問，包括申請查閱及改正資料，請向以下人士查詢：

Executive Officer (Licensing)
Licensing Office
17/F to 21/F
Wanchai Central Building,
No. 89 Lockhart Road
Wanchai
Hong Kong
Tel.: 2527 7173

香港灣仔
駱克道八十九號
灣仔中匯大廈十七至二十一樓
牌照課
行政主任（牌照）

電話： 2527 7173

✓ Check List -

Documents in support of your application

Please ensure that you have **ENCLOSED** the following documents with your application and **SIGNED** on each copy of them to confirm authenticity -

- Your two recent full face photographs (4 cm × 5 cm) - for new application only
- Recommendation of your shooting / subaqua / archery / sports club
- Two colour 3R photographs or two copies of the catalogue of the subject arms
- A copy of the purchase order or agreement of the proposed arms if available

Proof of -

- club membership e.g. a copy of your valid membership card
- training received e.g. copies of the certificates
- record of attendance, awards and certificates for the shooting activities
- A copy of the agreement from an approved armoury for the provision of storage services (for firearms and airgun).
- For storage NOT in an approved armoury, sketch and photos of the security facilities
- Photographs and specifications of the carrying case or box to be used to carry the arms between the storage location and the ranges

For applicant not currently holding a valid licence/permit issued under the Firearms & Ammunition Ordinance

Have you ever applied for a licence/exemption permit under the Firearms & Ammunition Ordinance?

- No
- Yes Please state the date of previous application: _____

Was the application successful?

- No The reasons of unsuccessful application _____

- Yes Previous licence/exemption permit number and date of issue:

Reasons of cancellation/revocation/non-renewal:

For applicant currently holding a valid licence/permit issued under the Firearms & Ammunition Ordinance

Details of your current licence(s)/exemption issued under the Firearms & Ammunition Ordinance

For applicant having experience in operating the type of business under application

Details of relevant experience in handling arms and ammunition



Have you ever attempted to commit suicide, or suffered from any illness, including mental disorder, which may affect your capability in controlling the arms?

- No
- Yes (please provide details)

Have you ever been convicted of an offence in Hong Kong or elsewhere? Offences include a traffic offence for which you were fined HK\$1,000 or more, or its equivalent in other currencies, or in respect of which your driving licence was revoked.

- No
- Yes (please give full details at below)

Date of conviction	Offence	Sentence	Venue of trial (including country)

Part II : Business Details

Name of the proposed Company	
English	
Chinese	

Type of company (Please "✓" as appropriate)

- Sole proprietor
- Partnership
- Corporation
- Others (Please specify)

If the proposed company is a sole proprietor, you are required to state -

(a) The date the company was formed		
(b) Details of the sole proprietor:		
Name (in English and in Chinese)	Identity Card No.	Date of Birth

If the proposed company is a partnership, you are required to state -

(a) The date the partnership was formed		
(b) Details of partners:		
Name (in English and in Chinese)	Identity Card No.	Date of Birth
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		

If the proposed company is a corporation you are required to state -

(a) Registered office		
(b) Date and place of incorporation		
(c) Details of directors:		
Name (in English and in Chinese)	Identity Card No.	Date of Birth
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		

(d) Details of shareholders:		
Name (in English and in Chinese)	Identity Card/ Business Registration Certificate No.	Date of Birth (if applicable)
(1)		
(2)		
(3)		
(4)		

Details of Premises

Proposed office address

Type of premises

shop

godown

others (please specify)_____

You are (a) the owner (b) the tenant (c) a sub-tenant

Details of Armoury and storage of arms and ammunition

State the addresses of all proposed premises to store arms and/or ammunition. (If arms and/or ammunition is/are stored at an armoury owned by your company, please provide a sketch. If arms and/or ammunition is/are stored at an approved armoury owned by other arms dealer, please provide an agreement/documentary proof between your company and the approved armoury.)

Type of premises

shop

godown

others (please specify)_____

You are (a) the owner (b) the tenant (c) a sub-tenant

The proposed maximum quantity of arms and ammunition to be stored in each armoury

Details of Arms/Ammunition

State the categories of arms and/or ammunition you intend to deal in (including the brand name, description, etc.... Please supply the relevant catalogues, if any)

State the name(s) of the foreign arms supplier(s) from whom you are assigned as a local agent. Please provide a copy of agreement/documentary proof, if any

Details of customers

State who will be your target customers (e.g. Government, other arms dealers or holders of licence for possession)

Part III: Declaration of the Applicant

I DECLARE that the information and particulars submitted by me in support of this application are, to the best of my knowledge and belief, both true and correct. I understand that section 47 of the Firearms and Ammunition Ordinance, Chapter 238 states that any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption permit commits an offence and is liable to imprisonment for 2 years.

I hereby authorise the Commissioner of the Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to the Police Licensing Office, and to obtain information and/or to inquire into any and all of my personal data from any third party for the purpose of investigation into and/or enforcing any matters relating to my application.

I also understand that the personal data provide by means of this form will be used by the Commissioner of the Police for processing applications/ updating record /conducting all kinds of present and subsequent investigations/enforcing licensing conditions in connection with arms licences and/or permits under the Firearms and Ammunition Ordinance, Chapter 238.

Applicant's Signature

Date

Information Notes

Application for An Arms Dealer's Licence

Licensing Criteria

When considering an application for an arms dealer's licence, the Commissioner will take into account the following factors and such other relevant considerations in the interest of public safety and security:

- whether the applicant is a fit and proper person, such as:
 - ◆ whether he has any criminal record
 - ◆ whether he has any medical history which may affect his ability of handling the arms and ammunition under application
 - ◆ whether his physical and mental conditions are considered suitable
- whether the applicant has fulfilled other statutory requirements, such as:
 - ◆ whether the Director of Lands considers that the subject land use is permissible under the land lease conditions
 - ◆ whether design of the premises concerned complies with the requisite fire safety requirements
 - ◆ if ammunition will be stored in the premises, whether the Commissioner of Mines will issue the required licence under the Dangerous Goods Ordinance to the applicant
 - ◆ if an armoury is built, whether the Director of Buildings considers that the construction comply with the provisions under the Buildings Ordinance
- whether the security arrangements of the proposed premises and the armoury are up to the required standard
- whether there are any objections from local residents and other inhabitants situated in the same building of the proposed trading place, and whether there is any violation of the Deed of Mutual Covenant
- whether the existence of an arms dealer will pose any security risks to other persons in the vicinity
- whether the arms and ammunition proposed to be traded are suitable to be imported and stored in the Territory
- the previous experience of the applicant relating to the handling of arms and ammunition

Completion of form

- This form can be completed in Chinese or English (block letters).
- Applicants are advised to read the Firearms and Ammunition Ordinance Cap. 238, in particular Part IV and V thereof. Copy of the Ordinance is available from the Government Publications Centre and on the Internet <http://www.justice.gov.hk>

Applications and enquiries

- An applicant should provide the following documents in support of the application -
 - A copy of the Business Registration Certificate, Memorandum and Article of Association, as appropriate;
 - two recent full face photographs (4cm x 5cm)
 - if you intend to build your own armoury, please provide a sketch,
 - if you intend to store the arms and ammunition at an approved armoury not owned by your company, please provide an agreement between your company and the approved armoury; and
 - an agreement between your company and a foreign arms supplier from whom you are assigned as a local agent.
- You must sign on each copy of the supporting documents to confirm authenticity.

- Applications and enquiries should be made to the Arms Licensing Section of the Police Licensing Office.
- Applicants are required to submit *in person* the completed application form together with the duly signed supporting documents to -

Arms Licensing Section	Telephone no.	:2527 7457	
Police Licensing Office	Fax no.	:2527 1166	
20/F Wanchai Central Building	Office hours	:Mondays - Fridays	9 a.m. to 1 p.m.
89 Lockhart Road			2 p.m. to 5 p.m.
Wanchai, Hong Kong		Saturdays	9 a.m. to 12 p.m.
		Sundays/Public Holidays	Closed

Issue of licence

- Upon approval of the application, the applicant is required to pay the licence fee within 3 months. Otherwise a fresh application will be required.

Criminal records

- You should include full details of all convictions in your application. No conviction will be regarded as 'spent'. The provisions under section 2 of the Rehabilitation of Offenders Ordinance (Cap. 297) do not by reason of section 4 of that Ordinance apply to proceedings related to a person's suitability to be granted or to continue to hold a licence.

Access to personal data

- You have the right of access and correction with respect to personal data as provided for under Section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.
- Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to Executive Officer (Licensing), Licensing Office, 17/F - 21/F, Wanchai Central Building, 89 Lockhart Road, Wanchai, Hong Kong.

Warning –

Under Section 47 of the Firearms and Ammunition Ordinance (Chapter 238), any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false, in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption permit commits an offence and is liable to imprisonment for 2 years.

- **PROVISION OF PERSONAL DATA** -
提供個人資料

Purpose of Collection

收集資料的目的

1. The personal data provided by means of this form will be used by the Commissioner of the Police for processing applications/updating record/conducting all kinds of present and subsequent investigations /enforcing licensing conditions in connection with arms licences and/or permits under the Firearms and Ammunition Ordinance, Cap.238.
警務處處長會使用本申請表所提供的個人資料，以便根據香港法例第238章《火器及彈藥條例》處理與槍械彈藥牌照及／或許可證有關的申請／紀錄更新／所有現時及日後的調查／執行有關規條的事宜。
2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your applications/update your record.
在本表格上提供個人資料屬自願性質。倘若你提供的資料不足，本處可能無法處理你的申請／更新你的紀錄。
3. Any material falsification or omission of information may result in the Commissioner's refusal to give approval.
若虛報或漏報重要資料，警務處處長可拒絕批准申請。

Classes of Transferees

可獲披露資料的機構

4. The personal data you provide by means of this form may be disclosed to other government departments and public or private organizations for the purposes mentioned in paragraphs 1-3 above.
你在本表格提供的個人資料，為上述第一至三段所載目的，可能會向其他政府部門及公營或私營機構披露。

Access to Personal Data

查閱個人資料

5. You have a right of access and correction with respect to personal data as provided for in section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access included the right to obtain a copy of your personal data provided by this form.
根據《個人資料（私隱）條例》第十八條及第二十二條和附表一的第六原則，你有權查閱及改正個人資料。你亦有權獲取一分填有你個人資料的本表格的副本。

Enquiries

查詢

6. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:
如對本表格所收集的個人資料有任何疑問，包括申請查閱及改正資料，請向以下人士查詢：

Executive Officer (Licensing)
Licensing Office
17/F to 21/F
Wanchai Central Building,
No. 89 Lockhart Road
Wanchai
Hong Kong
Tel.: 2527 7173

香港灣仔
駱克道八十九號
灣仔中匯大廈十七至二十一樓
牌照課
行政主任（牌照）
電話： 2527 7173

Hong Kong Police Force

Firearms and Ammunition Ordinance (Chapter 238)

Application for Licence for Possession
(Security Personnel/Watchman)

Before completing the form, please read carefully the Information Notes.

This application is - (Please "✓" as appropriate)

a new application

for renewal

Current Licence No.:

Part I: To be completed by the Applicant

Name in Full: _____
(English) (Chinese)

H.K.I.D. Card No.: _____ Nationality: _____

Chinese Commercial Code: _____ / _____ / _____ Male Female

Date of Birth: _____ Place of Birth: _____

Residential Address: _____

Telephone No: _____

Watchman Permit/Security Personnel Permit * No.: _____

Have you ever applied for a Licence for Possession for security personnel/watchman?
(For applicant currently **not** holding a valid Licence for Possession (Security Personnel/Watchman))

No Yes (Previous licence no.: _____)

Date of Passing the Arms Handling Test Part I: _____
Part II: _____

Nature of Duties: Bank guard Cash escort guard
 Others (please specify) _____

* Delete where inappropriate

Declaration of the Applicant

I DECLARE that the information and particulars submitted by me in support of this application are, to the best of my knowledge and belief, both true and correct. I understand that section 47 of the Firearms and Ammunition Ordinance, Chapter 238 states that any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false, in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption permit commits an offence and is liable to imprisonment for 2 years.

I hereby authorise the Commissioner of Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to the Police Licensing Office, and to obtain information and/or to inquire into any and all of my personal data from any third party for the purpose of investigation into and/or enforcing any matters relating to my application.

I also understand that the personal data provided by means of this form will be used by the Commissioner of the Police for processing applications/ updating record /conducting all kinds of present and subsequent investigations/enforcing licensing conditions in connection with arms licences and/or permits under the Firearms and Ammunition Ordinance, Chapter 238.

Date

Applicant's Signature

Part II: To be completed by the Authorised Representative of the Employer

I confirm that _____ (name of the Applicant) is currently employed by our company and is required to possess the below subject arms and ammunitions in the course of his duties.

Name of Company: _____

Business Registration Certificate no.: _____

Business Address: _____

Licence for Possession no.: _____

Type of arms to be carried by the applicant: _____

Maximum no. of ammunitions to be carried by the applicant on duty: _____

Date

Name & Signature
of Authorised Representative of Employer

Official Chop of Employer

Position Held & Telephone Number

Information Notes
Application for Licence for Possession (Security Personnel/Watchman)

Licensing criteria

- The applicant must be an employee of a security company.
- Applicants, both for new and renewal applications, will be required to undertake and pass an arms handling test. The employer of the applicants should arrange with the Police Licensing Office for the applicants to attend the handling test. Application for the test for holders of current licence for possession (watchmen) should be submitted **3 months prior to** the expiry date of the licence.
- The application for renewal must be submitted to the Police Licensing Office **at least 1 month prior to** expiry of the current licence.
- Applicants are advised to read the Firearms and Ammunition Ordinance Cap. 238, Part IV in particular. Copy of the Ordinance is available from the Government Publications Centre and on the Internet <http://www.justice.gov.hk>

Completion of form

- This form can be completed in Chinese or English (block letters).

Applications and enquiries

- Applicants are required to provide the following documents in support of the application -
 - 2 recent full face photographs (34mm× 25mm); and
 - a copy of the Identity Document, if the applicant will not attend the Police Licensing Office in person.
- You must sign on each copy of the supporting documents to confirm authenticity.
- Applications can be made **by mail** or **in person** to -

Arms Licensing Section	Telephone no.	:2527 7457	
Police Licensing Office	Fax no.	:2527 1166	
20/F Wanchai Central Building	Office hours	:Mondays - Fridays	9 a.m. to 1 p.m.
89 Lockhart Road			2 p.m. to 5 p.m.
Wanchai, Hong Kong		Saturdays	9 a.m. to 12 p.m.
		Sundays/Public Holidays	Closed

- We pledge to complete processing an application within 28 working days after receiving **ALL** the required documents and information.
- A fee is payable for the issue of the licence.

Licensing conditions

- The applicant is responsible for the overall secure handling and use of the subject firearms and ammunitions in accordance with the terms and conditions specified in the Licence.

Access to personal data

- You have the right of access and correction with respect to personal data as provided for under Section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.
- Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to Executive Officer (Licensing), Licensing Office, 17/F - 21/F, Wanchai Central Building, 89 Lockhart Road, Wanchai, Hong Kong.

Warning -

Under Section 47 of the Firearms and Ammunition Ordinance (Chapter 238), any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false, in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption permit commits an offence and is liable to imprisonment for 2 years.

- PROVISION OF PERSONAL DATA -
提供個人資料

Purpose of Collection
收集資料的目的

1. The personal data provided by means of this form will be used by the Commissioner of the Police for processing applications/updating record/conducting all kinds of present and subsequent investigations /enforcing licensing conditions in connection with arms licences and/or permits under the Firearms and Ammunition Ordinance, Cap.238.
警務處處長會使用本申請表所提供的個人資料，以便根據香港法例第 238 章《火器及彈藥條例》處理與槍械彈藥牌照及／或許可證有關的申請／紀錄更新／所有現時及日後的調查／執行有關規條的事宜。
2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your applications/update your record.
在本表格上提供個人資料屬自願性質。倘若你提供的資料不足，本處可能無法處理你的申請／更新你的紀錄。
3. Any material falsification or omission of information may result in the Commissioner's refusal to give approval.
若虛報或漏報重要資料，警務處處長可拒絕批准申請。

Classes of Transferees
可獲披露資料的機構

4. The personal data you provide by means of this form may be disclosed to other government departments and public or private organizations for the purposes mentioned in paragraphs 1-3 above.
你在本表格提供的個人資料，為上述第一至三段所載目的，可能會向其他政府部門及公營或私營機構披露。

Access to Personal Data
查閱個人資料

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根據《個人資料（私隱）條例》第十八條及第二十二條和附表一的第六原則，你有權查閱及改正個人資料。你亦有權獲取一分填有你個人資料的本表格的副本。

Enquiries
查詢

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如對本表格所收集的個人資料有任何疑問，包括申請查閱及改正資料，請向以下人士查詢：

Executive Officer (Licensing)
Licensing Office
17/F to 21/F
Wanchai Central Building,
No. 89 Lockhart Road
Wanchai
Hong Kong
Tel.: 2527 7173

香港灣仔
駱克道八十九號
灣仔中匯大廈十七至二十一樓
牌照課
行政主任（牌照）
電話： 2527 7173

HONG KONG POLICE FORCE
Firearms and Ammunition Ordinance (Chapter 238)
Application for A Limited Licence for Possession

Notes for Applicants

- 1. A limited Licence for Possession is required if you transport arms and ammunition to and from a place that is not covered in your Licence for Possession/Dealer's Licence/Exemption Permit (e.g. to transport arms and ammunition to and from the custom control point, for import and export purposes.)**
- 2. For import and export of arms and ammunition, please provide a copy of Import/Export Licence is issued by the Trade Department, as appropriate.**
- 3. You should ensure that you are familiar with the provisions of the Firearms and Ammunition Ordinance, a copy of which can be obtained from the Government Publication Office at Lower Block, Queensway Government Offices, 66 Queensway, Hong Kong and on the Internet <http://www.justice.gov.hk>**
- 4. This application form should be completed and submitted by mail or in person to the Police Licensing Office, 20/F Wanchai Central Building, 89 Lockhart Road, Wanchai, Hong Kong.**
- 5. Please write on a separate sheet of paper if space is insufficient.**

Name in full: _____
(English) (Chinese)

Type of Identity Document and Number: _____

Chinese Commercial Code: _____ / _____ / _____ Nationality _____

Date of Birth: _____ Male Female

Occupation: _____

Residential Address: _____

Office Address: _____

Tel. No.: _____ Fax No.: _____
(Day) (Night)

Number and date of expiry of Licence for Possession/Dealer's Licence/Exemption Permit	
<u>Licence/permit Number</u>	<u>Date of Expiry</u>

Particulars of arms and ammunition (maker's name and serial number)

To be removed from or to be purchased from

The place of storage or point of departure (flight number or name of ship) that the arms and ammunition are transported to

Date and time of movement

Reason for the movement of arms and ammunition

Declaration of the Applicant:

I DECLARE that the information and particulars submitted by me in support of this application are, to the best of my knowledge and belief, both true and correct. I understand that section 47 of the Firearms and Ammunition Ordinance, Chapter 238 states that any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption permit commits an offence and is liable to imprisonment for 2 years.

I hereby authorise the Commissioner of the Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to the Police Licensing Office, and to obtain information and/or to inquire into any all of my personal data from any third party for the purpose of investigation into and/or enforcing any matters relating to my application.

I also understand that the personal data provided by means of this form will be used by the Commissioner of the Police for processing applications/ updating record /conducting all kinds of present and subsequent investigations/enforcing licensing conditions in connection with arms licences and/or permits under the Firearms and Ammunition Ordinance, Chapter 238.

Date_____

Applicant's Signature:_____

- **PROVISION OF PERSONAL DATA -**
提供個人資料

Purpose of Collection

收集資料的目的

1. The personal data provided by means of this form will be used by the Commissioner of the Police for processing applications/updating record/conducting all kinds of present and subsequent investigations/enforcing licensing conditions in connection with arms licences and/or permits under the Firearms and Ammunition Ordinance, Cap.238.
警務處處長會使用本申請表所提供的個人資料，以便根據香港法例第238章《火器及彈藥條例》處理與槍械彈藥牌照及／或許可證有關的申請／紀錄更新／所有現時及日後的調查／執行有關規條的事宜。
2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your applications/update your record.
在本表格上提供個人資料屬自願性質。倘若你提供的資料不充足，本處可能無法處理你的申請／更新你的紀錄
3. Any material falsification or omission of information may result in the Commissioner's refusal to give approval.
若虛報或漏報重要資料，警務處處長可拒絕批准申請。

Classes of Transferees

可獲披露資料的機構

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你在本表格提供的個人資料，為上述第一至三段所載目的，可能會向其他政府部門及公營或私營機構披露。

Access to Personal Data

查閱個人資料

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根據《個人資料（私隱）條例》第十八條及第二十二條和附表一的第六原則，你有權查閱及改正個人資料。你亦有權獲取一分填有你個人資料的本表格的副本。

Enquiries

查詢

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如對本表格所收集的個人資料有任何疑問，包括申請查閱及改正資料，請向以下人士查詢：

Executive Officer (Licensing)
Licensing Office
17/F to 21/F
Wanchai Central Building,
No. 89 Lockhart Road
Wanchai
Hong Kong

香港灣仔
駱克道八十九號
灣仔中匯大廈十七至二十一樓
牌照課
行政主任（牌照）
電話: 2527 7173

Tel.: 2527 7173

Application No.
(For Office Use Only)



HONG KONG POLICE FORCE
Firearms and Ammunition Ordinance (Chapter 238)

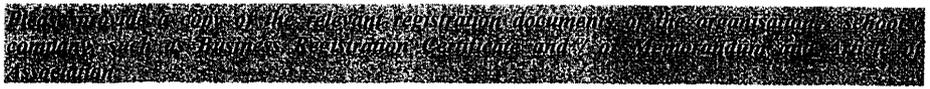
Application for Exemption Permit

Before completing the form, please read carefully the Information Notes.

This application is for - (Please "✓" as appropriate)

- modified firearms for TV/Film shooting
- starting pistols for sport
- deactivated firearms for self collection
- others (for specific purpose other than sports and recreation)

Part I : Particulars of the applicant / organisation



Name in Full : _____
(English) (Chinese)

Type of Identity Document and Number : _____

Chinese Commercial Code : _____ Nationality : _____

Date of Birth : _____ Male Female

Occupation : _____

Residential Address : _____

Name of the Organisation / School / Company : _____

Business / School / Society * Registration Certificate No. : _____

Business / School / Society * Address : _____

Tel. No. : (Day) _____ (Night) _____ Fax No. : _____

* Delete where inappropriate

exempt

Detailed location(s)/venue(s) where the subject firearms are to be used

Applicant applying for TV/Film shooting purpose is not required to fill in this part. TV/Film shooting location(s) will be subject to approval of the Police Public Relations Branch before the intended TV/Film shooting on a case-by-case basis.

Part IV: Declaration of the Applicant

I DECLARE that the information and particulars submitted by me in support of this application are, to the best of my knowledge and belief, both true and correct. I understand that section 47 of the Firearms and Ammunition Ordinance, Chapter 238 states that any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption permit commits an offence and is liable to imprisonment for 2 years.

I hereby authorise the Commissioner of the Police Licensing Office, and to obtain information and/or to inquire into any and all of my personal data from any third party for the purpose of investigation into and/or enforcing any matters relating to my application.

I also understand that the personal data provide by means of this form will be used by the Commissioner of the Police for processing applications/ updating record /conducting all kinds of present and subsequent investigations/enforcing licensing conditions in connection with arms licences and/or permits under the Firearms and Ammunition Ordinance, Chapter 238.

Official chop of the Company/Organisation

Signature of the Applicant
(or authorized representative)

Date

Position held

香港警務處

HONG KONG POLICE FORCE

火器及彈藥條例（第二三十八章）Firearms and Ammunition Ordinance (Cap. 238)

使用者申請豁免許可證（除申請用作私人收藏的失效火器外）

User Application for Exemption Permit (other than deactivated firearms for self collection)

請提供香港身份證副本乙份以協助辦理你的申請。

Please provide a copy of your HKID card in support of the application.

(請在適當的 內加上「✓」號) (Please "✓" as appropriate)

現申請 -

This application is for -

改裝火器，作影視拍攝用途

modified firearms for filming

供體育用途的起步訊號槍

starting pistols for sport

其他（供體育及康樂以外的特定用途）

others (for specific purpose other than sports and recreation)

致警務處處長：

To: Commissioner of Police

本人（中英文姓名）

I (Name in full) _____ (_____)

(香港身份證號碼)

現申請豁免許可證以參與

(HKID card no.) _____ hereby apply for an Exemption Permit for engaging in

（製作／活動*外稱）

(name of production/activity*) _____

製作／主辦*機構為（公司／機構*外稱）

organised by (name of company/organisation*) _____

本人現授權警務處處長，或其代表，向警察牌照課發放任何及全部有關本人的刑事判罪紀錄的所有資料；及向任何第三者索取及／或查詢任何及全部有關本人的資料，作為調查／或執行任何與本人的槍械彈藥牌照及／或許可證有關的事宜之用。

I hereby authorize the Commissioner of Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to Police Licensing Office, and to obtain information and/or to inquire into any and all my personal data from any third party for the purpose of investigation into and/or enforcing any matters relating to my permit.

本人將親自領取已簽發之豁免許可證。

I shall collect the Exemption Permit personally upon issue.

本人授權 _____（公司／機構*名稱）

I authorise the representative of _____ (name of company/organisation*)

的代表替本人領取已簽發之豁免許可證。

_____ to collect on my behalf the Exemption Permit upon issue.

日期 Date

申請人簽署 Signature of the Applicant

Information Notes Application for an Exemption Permit

Completion of form

- This form can be completed in Chinese or English (block letters).
- The authorised representative / responsible officer of the company / organisation must complete the application made by a company / organisation. Applications in respect of TV/film shooting must be made by a production manager or an officer holding an equivalent position in the company.

Applications and enquiries

- An applicant should provide the following documents in support of the application -
 - a copy of the Identity Document (if the applicant will not attend the Police Licensing Office in person). If the applicant is a company or organisation, a copy of the Business Registration Certificate, Memorandum and Articles of Association, Certificate of Registration of Society, or Certificate of Registration of School, as appropriate;
 - a confirmation letter from the source where the subject firearms and ammunitions are to be obtained;
 - in respect of filming, sport and any other specific purposes, a “User Application” from **EACH** person who will use and handle the firearms and a copy of his/her Identity Document (if the applicant will not attend the Police Licensing Office in person). A copy of the “User Application” form is available from the Police Licensing Office.
 - in respect of deactivated firearms, you are required to apply a limited licence for possession to convey the firearms to the armoury of Police headquarters, pending examination by a Police Forensic Firearms Examiner. Storage fee will be charged at HK\$78.00 per gun per month or a part thereof.
- You must sign on each copy of the supporting documents to confirm authenticity.

- Applications can be made **by mail** or **in person** to -

Arms Licensing Section	Telephone no.	:2527 7457	
Police Licensing Office	Fax no.	:2527 1166	
20/F Wanchai Central Building	Office hours	:Mondays - Fridays	9 a.m. to 1 p.m.
89 Lockhart Road			2 p.m. to 5 p.m.
Wanchai, Hong Kong		Saturdays	9 a.m. to 12 p.m.
		Sundays/Public Holidays	Closed

- We pledge to complete processing of an application within 10 working days after receiving **ALL** the required documents and information.

Issue of permit

- Upon approval of the application, a permit will be issued to the applicant and to **EACH** person who will use and handle the subject arms and ammunitions. A fee is payable for each permit issued.

Licensing conditions

- The permit holder is responsible for the secure handling and use of the subject firearms and ammunitions in accordance with the terms and conditions specified in the Permit.
- For use of modified firearms for filming, the applicant must comply, inter alia, with the following requirements -
 - Obtain prior approval from the Police Public Relations Branch regarding the time & location of the intended filming. (*PPRB normally requires at least 3 working days to process an application.*)
 - Both the applicant and a representative of the provider of the Modified firearms must be present at all times when the subject firearms and ammunitions are in use. The transit of modified firearms to and from the place of storage must be undertaken by the arms dealers or his authorised agent.

Access to personal data

- You have the right of access and correction with respect to personal data as provided for under sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.
- Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to Executive Officer (Licensing), Licensing Office, 17/F - 21/F, Wanchai Central Building, 89 Lockhart Road, Wanchai, Hong Kong.

- **PROVISION OF PERSONAL DATA** -
提供個人資料

Purpose of Collection

收集資料的目的

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警務處處長會使用本申請表所提供的個人資料，以便根據香港法例第238章《火器及彈藥條例》處理與槍械彈藥牌照及／或許可證有關的申請／紀錄更新／所有現時及日後的調查／執行有關規條的事宜。
2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your applications/ update your record.
在本表格上提供個人資料屬自願性質。倘若你提供的資料不充足，本處可能無法處理你的申請／更新你的紀錄
3. Any material falsification or omission of information may result in the Commissioner's refusal to give approval.
若虛報或漏報重要資料，警務處處長可拒絕批准申請。

Classes of Transferees

可獲披露資料的機構

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Enquiries

查詢

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Licensing Office
17/F to 21/F
Wanchai Central Building,
No. 89 Lockhart Road
Wanchai
Hong Kong

香港灣仔
駱克道八十九號
灣仔中匯大廈十七至二十一樓
牌照課
行政主任（牌照）
電話：2527 7173

Tel.: 2527 7173



Current Licence No. _____

HONG KONG POLICE FORCE

Firearms and Ammunition Ordinance (Chapter 238)

Application for Replacement of Arms / Disposal of Arms / Amendment to Licence / Cancellation of Licence

Notes for Applicants

- 1) You are required to produce a copy of the Licence for Possession and relevant documents as stated in this form including evidence on current membership status of your shooting / subaqua / archery / sports club.
- 2) For replacement of arms, you should produce a "Recommendation" from the responsible officer of your shooting / subaqua / archery / sports club. Copy of the "Recommendation" form is available from the Police Licensing Office.
- 3) Applications can be submitted either BY MAIL or IN PERSON to the Police Licensing Office on 20/F, Wanchai Central Building, 89 Lockhart Road, Wanchai, Hong Kong.

This application is for - (Please "✓" as appropriate) Cancellation of Licence
 Replacement of arms Disposal of arms Amendment to Licence

Part I : Personal Particulars

Name in full : _____
(English) (Chinese)

Type of Identity Document and Number : _____

Address : _____

Tel. No. : _____ Fax No. : _____
(Day) (Night)

Part II : (To be completed for application for replacement or disposal of arms)

Part III : (To be completed for application for replacement or disposal of arms)

Type of existing arms (please "✓" as appropriate)

Firearm Air gun Crossbow Harpoon gun

Brand name			
Model and Serial No.			
No. of rounds of ammunition (for firearms only)			
Arms will be handed over / transferred to-	<input type="checkbox"/> HK Police * <input type="checkbox"/> club / dealer # <input type="checkbox"/> individual #	<input type="checkbox"/> HK Police * <input type="checkbox"/> club / dealer # <input type="checkbox"/> individual #	<input type="checkbox"/> HK Police * <input type="checkbox"/> club / dealer # <input type="checkbox"/> individual #

replace

State the full name and licence number (if any) of the club/dealer /individual. For transfer of arms to a **CLUB/DEALER/INDIVIDUAL**, please provide an acceptance letter from the club/dealer/individual. (The transfer of arms will only be effective when the recipient's application to possess the arms are approved)

* To surrender the arms to the Commissioner of Police for disposal, please sign the authorisation form which is available from the Police Licensing Office.

Full name and licence number (if any) of the club/dealer /individual :

Name	Licence Number



Brand name			
Model and Serial No.			
Length of barrel/ Total length(for harpoon gun only)			
Source where the subject arms is to be obtained * Delete where inappropriate	(a) Name of the dealer/ person*: (b) Dealer's Licence/ Arms Licence No.*:	(a) Name of the dealer/ person*: (b) Dealer's Licence/ Arms Licence No.*:	(a) Name of the dealer/ person*: (b) Dealer's Licence/ Arms Licence No.*:
Calibre and serial no. (for firearms and air gun only)			
No. of rounds of ammunition (for firearms only)		5	

replace

(This section of the form is to be completed if you are moving the arms from an approved armoury to the possession of the licensee)

Name and address of the storage armoury

(This section of the form is to be completed if you are moving the arms from an approved armoury to the possession of the licensee)

Reason for **NOT** storing the arms in an approved armoury

Part III : (To be completed for amendment to the Licence for Possession)

(This section of the form is to be completed if you are moving the arms from an approved armoury to the possession of the licensee)

Please "✓" as appropriate -

Change of address (effective date : _____
 New address _____

Change of storage location of arms (please provide an acceptance letter from the approved armoury)

Brand Name	Model	Serial No.	Existing storage location	New storage location

replace

<input type="checkbox"/> Change of shooting club/ranges (Please provide the reasons)_____

<input type="checkbox"/> To delete_____
<input type="checkbox"/> To add _____
<i>Please provide a copy of valid shooting club membership card and a letter from the Club/Management of range to confirm your licensed arms are allowed and suitable to be used at shooting range controlled by the Club.)</i>
<input type="checkbox"/> Change of personal particulars
Please specify_____

<input type="checkbox"/> Others (Please specify)

Part IV: Declaration of the Applicant

I DECLARE that the information and particulars submitted by me in support of this applications are, to the best of my knowledge and belief, both true and correct. I understand that section 47 of the Firearms and Ammunition Ordinance, Chapter 238 states that any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false, in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption permit commits an offence and is liable to imprisonment for 2 years.

I hereby authorise the Commissioner of the Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to the Police Licensing Office, and to obtain information and/or to inquire into any and all of my personal data from any third party for the purpose of investigation into and/or enforcing any matters relating to my application.

I also understand that the personal data provided by means of this form will be used by the Commissioner of the Police for processing applications/ updating record /conducting all kinds of present and subsequent investigations/enforcing licensing conditions in connection with arms licences and/or permits under the Firearms and Ammunition Ordinance, Chapter 238.

Date_____

Applicant's Signature:_____

**Recommendation of the Club
in support of an Application for
Licence for Possession / Addition / Replacement * of arms**

Firearms and Ammunition Ordinance (Chapter 238)

Section I (To be completed by the Applicant)

I, Mr / Mrs / Miss / Ms* _____
(HKID No. _____) am a member of your club (name of the club and location)

(Membership No. _____). I have submitted an application for Licence for Possession / Addition / Replacement * of the Arms mentioned below and have given your club as a referee.

(Please) ✓ “ as appropriate)

- Firearms Air gun Crossbow Harpoon gun

	Arms under application	Arms under application	Arms under application	Existing arms to be replaced (for replacement of arms only)
Brand name & model				
Length of barrel/Total length (for harpoon gun only)				
Calibre (for firearms & air gun only)				
Quantity of ammunition (for firearms only)				

I would be grateful for your recommendation in support of my application by completing Section II of this form.

Date

Applicant’s Signature

* *Please delete where inappropriate*

Section II (To be completed by a Responsible Officer of the Club)

NOTES :

The recommendation should be made by a **responsible officer** of the club, who -

- (a) in relation to a corporation, is a member of the board of directors of that corporation;
- (b) in relation to an unincorporated association of persons, is a member of the management or executive committee (however described) of that association holding the office of president, chairman, vice chairman, secretary or a similar office; or
- (c) any other person, who holds an office in a corporation or unincorporated association of persons who is wholly or mainly responsible for the management of that corporation or association.

Police Licensing Office,

I recommend / do not recommend* the application of
Mr / Mrs / Miss / Ms* _____ for a Licence for
Possession / Addition / Replacement* of the Arms stated in Section I above.

<p>1. How long has the applicant been a member of your shooting club? Is the applicant an active member? Please provide details of his attendance in the past 12 months.</p>
<p>2. Please give an assessment of the application in terms of the applicant's behaviour, ability and hands-on knowledge in handling the arms.</p>

* Please delete where inappropriate

B. Information relating to the Subject Arms

*Please use separate sheet for EACH firearm / air gun / crossbow under application.
(not applicable to harpoon gun application)*

Type, brand name and model of the subject arms

3. Are the subject arms authorised for and commonly used in competition? Please state the name / type of the competitions with a brief description of the competition rules.

4. Please provide the name and address of the organising bodies for such competitions, location of events and their frequency / scheduled dates.

5. Are the subject arms suitable for use at your club's range? Does your club organise any of the above competitions? Please provide the competition dates and venues held in the past 12 months and to be held in the coming year.

6. Are the function and calibre of the firearms under application the same or similar to that being replaced? (for **replacement of arms** only)

7. Please provide any other information that you think will be of assistance in assessing the application.

Warning-

Under Section 47 of the Firearms and Ammunition Ordinance (Chapter 238), any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false, in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption permit commits an offence and is liable to imprisonment for 2 years.

Date

Name & signature
of the responsible officer of the Club

Telephone No.

Position held & official chop of the Club

- PROVISION OF PERSONAL DATA -
提供個人資料

Purpose of Collection

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Classes of Transferees

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查詢

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Executive Officer (Licensing)
Licensing Office
17/F to 21/F
Wanchai Central Building,
No. 89 Lockhart Road
Wanchai
Hong Kong
Tel.: 2527 7173

香港灣仔
駱克道八十九號
灣仔中匯大廈十七至二十一樓
牌照課
行政主任（牌照）
電話： 2527 7173

Records of illness and criminal conviction

Have you ever or in the past 12 months attempted to commit suicide, or suffered from any illness, including mental disorder, which may affect your capability in controlling the arms?

- No Yes (*please provide details*)

Have you in the past 12 months been convicted of an offence in Hong Kong or elsewhere? Offences include a traffic offence for which you were fined HK\$1,000 or more, or its equivalent in other currencies, or in respect of which your driving licence was revoked.

- No Yes (*please give full details at below*)

Date of conviction	Offence	Sentence	Venue of trial (including country)

Reasons for requiring to possess arms and ammunition

- Recreation, sport and competition
- Hunting purpose under Wild Animals Protection Ordinance (Chapter 170)

Part II: Details of Shooting Activities in the past 12 months (for FIREARMS, AIRGUN and CROSSBOW only)

Membership of shooting / archery / sports club

Please provide copy / copies of your current membership card(s).

Please provide an update of your current membership status and any club which you have left during the year.

Period (month/year)		Name and address of club	Position held
From	To		

Shooting activities undertaken in the past 12 months (for FIREARM, AIR GUN and CROSSBOWS only)

How many days of shooting practices have you undertaken in the past 12 months?_____

Date (month/year)	Competition undertaken	Awards/certificates/medals won (if applicable)

Part III: Additional Information

If there is any change in personal particulars about yourself and the licensed arms, details of which are not covered above, please provide details below.

Part V: Declaration of the Applicant

I DECLARE that the information and particulars submitted by me in support of this application are, to the best of my knowledge and belief, both true and correct. I understand that section 47 of the Firearms and Ammunition Ordinance, Chapter 238 states that any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption permit commits an offence and is liable to imprisonment for 2 years.

I hereby authorise the Commissioner of the Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to the Police Licensing Office, and to obtain information and/or to inquire into any and all of my personal data from any third party for the purpose of investigation into and/or enforcing any matters relating to my application.

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Date_____

Applicants' Signature:_____

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提供個人資料

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Classes of Transferees
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行政主任（牌照）
電話： 2527 7173

HONG KONG POLICE FORCE

Firearms and Ammunition Ordinance (Chapter 238)

Application for Renewal of an Arms Dealer's Licence

Notes for Applicants

- 1) You are required to inform the Police Licensing Office of any changes in particulars pertaining to yourself or your company (Please submit a copy of new Business Registration Certificate/ Memorandum and Article of Association, if any).
- 2) Application for renewal of Arms Dealer's Licence must be submitted not more than 90 days and not less than 45 days before the expiry date of the licence IN PERSON to the Police Licensing Office on 20/F, Wanchai Central Building, 89 Lockhart Road, Wanchai, Hong Kong. If the applicant has a legitimate reason for not attending the Police Licensing Office to process the renewal during the specified period, he may submit the application by mail and the Police Licensing Office may make a special arrangement.
- 3) Please provide two recent full face photographs (4cm(5cm).
- 4) Additional plain paper may be used if there is not enough space.

Part I: Personal Particulars

Name in full: _____
(English) (Chinese)

Type of Identity Document and Number: _____

Chinese Commercial Code: ____ / ____ / ____ Nationality: _____

Date of Birth _____ Male Female
(YY/MM/DD)

Occupation: _____

Residential Address: _____

Office Address: _____

Tel. No.: _____ Fax No.: _____
(Day) (Night)

Records of illness and criminal conviction

Have you ever or in the past 12 months attempted to commit suicide, or suffered from any illness, including mental disorder, which may affect your capability in controlling the arms?

- No
- Yes (please provide details)

Have you in the past 12 months been convicted of an offence in Hong Kong or elsewhere? Offences include a traffic offence for which you were fined HK\$1,000 or more, or its equivalent in other currencies, or in respect of which your driving licence was revoked.

- No Yes (please give full details at below)

<u>Date of conviction</u>	<u>Offence</u>	<u>Sentence</u>	<u>Venue of trial (including country)</u>

Part II : Business Details

Name of the Company	
English	
Chinese	

Are there any material changes to the composition of your company in the past 12 months?

- No Yes (please provide details at below)

If the company has been changed to a sole proprietor, you are required to state -

(a) The date the company was formed		
(b) Details of the sole proprietor:		
<u>Name (in English and in Chinese)</u>	<u>Identity Card No.</u>	<u>Date of Birth</u>

If the company has been changed to a partnership, you are required to state -

(a) The date the partnership was formed			
(b) Details of partners:			
	Name (in English and in Chinese)	Identity Card No.	Date of birth
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			

If the company has been changed to a corporation you are required to state -

(a) Registered office			
(b) Date and place of incorporation			
(c) Details of directors:			
	Name (in English and in Chinese)	Identity Card No.	Date of Birth
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			

(d) Details of shareholders:			
	Name (in English and in Chinese)	Identity Card/ Business Registration Certificate No.	Date of Birth (if applicable)
(1)			
(2)			
(3)			
(4)			

Part III : :Additional Information

If there is any change in particulars about yourself or your company, details of which are not covered above, please provide details below.

Part IV : Declaration of the Applicant

I DECLARE that the information and particulars submitted by me in support of this application are, to the best of my knowledge and belief, both true and correct. I understand that section 47 of the Firearms and Ammunition Ordinance, Chapter 238 states that any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption permit commits an offence and is liable to imprisonment for 2 years.

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Applicant's Signature	Date

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查閱個人資料

5. You have a right of access and correction with respect to personal data as provided for in section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access included the right to obtain a copy of your personal data provided by this form.
根據《個人資料（私隱）條例》第十八條及第二十二條和附表一的第六原則，你有權查閱及改正個人資料。你亦有權獲取一分填有你個人資料的本表格的副本。

Enquiries

查詢

6. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:
如對本表格所收集的個人資料有任何疑問，包括申請查閱及改正資料，請向以下人士查詢：

Executive Officer (Licensing)
Licensing Office
17/F to 21/F
Wanchai Central Building,
No. 89 Lockhart Road
Wanchai
Hong Kong

Tel.: 2527 7173

香港灣仔
駱克道八十九號
灣仔中匯大廈十七至二十一樓
牌照課
行政主任（牌照）

電話： 2527 7173

Existing licence conditions applicable to shooting clubs

1. The arms and ammunition herein licensed may only be used by a member of the Club. The member must be entered in the Club's register of members in accordance with the constitution of the Club/the member must be entered in the Club's register in accordance with the Companies Ordinance, Cap. 32, Laws of Hong Kong, and have been enrolled as members for not less than 7 days.
2. The licensee may only store arms herein licensed in the armoury of <name of the storage location>
3. The licensee shall notify the Commissioner of Police in writing of any intention to leave Hong Kong for any period exceeding 72 hours prior to his departure (Notification to be made to the Duty Officer, <Name of the Police Station>).
4. When any of the arms and ammunition herein licensed are being used, a qualified Range Officer approved by the Commissioner of Police will be present at all times and firing will be conducted in accordance with range orders on approved ranges.
5. A register shall be maintained to record all movements of club arms. The name Identity Card number of persons with arms are to be recorded. The register is to be kept at the specified premises and shall be available for inspection on request by any police officer/
6. A quarterly return on membership including name, HK I/D Card Number, Chinese Character Code, if applicable, must be forwarded to the Commissioner of Police (Licensing Office) for inspection.
7. Persons other than a member of the Club may carry arms to the <Name of shooting ranges controlled by the Club> for shooting activities only with the prior approval from the licensee who will maintain a written record and he will produce it for inspection by any police officer on demand.
8. The operational hours of the range are restricted between ___hours to ___hours.
9. A maximum of _____persons may be authorised to hold the keys to the

armoury and mode_____store. The personal particulars of such key holders shall be submitted to and approved by the Commissioner of Police, and no changes will be permitted unless prior written approval has been obtained from the Commissioner.

10. The maximum number of arms permitted to be stored at <location of the armoury> shall not at any time exceed <number of arms> pieces.
11. The licensee shall inform the Commissioner of Police <Name of the Police Station> at once if any stored arms are not returned for storage on the same day of withdrawal.
12. When the arms and ammunition licensed herein are removed from the approved armoury to and from a range, they must be at all times under the strict control of the licensee or members deputed by him.
13. All arms and ammunition are to be stored inside the armoury at <location of the armoury> unless they are taken out for the purposes of training, practices or competitions.
14. The arms and ammunition licensed herein may only be transported between the approved place of storage endorsed herein, the range(s) described below:-

<location of the ranges>

and the premises of a licensed arms dealer, such transport shall: -

- (i) be by the most direct and practicable route;
- (ii) NOT be by motor cycle.