

SAMPLE

(This sample letter is for reference only. Applicants may revise the letter according to the screening circumstances.)

(Except for applications made in the name of individuals, the letter of application should be printed on organisation's letterhead paper and affixed with organisation stamp.)

(Date)

Film Censorship Authority
Office for Film, Newspaper and Article Administration
39/F, Revenue Tower
5 Gloucester Road
Wanchai, Hong Kong

Dear Sir/Madam,

Application for Remission of Censorship Fee

I am writing to apply for remission of censorship fee for the film(s) to be screened at the _____ (event/festival) from _____ (date) to _____ (date).

Details of the event/festival

- Purpose of the event/festival: _____
- Screening Date: _____
- Venue: Outdoor/Open area: _____ (e.g. public park)
(Please provide a layout plan/ a map/ a photo of the screening venue.)
Indoor/Enclosed venue: _____ (e.g. cinematograph theatre)
(Please provide a layout plan/ a map/ a photo of the screening venue.)
- Number of films to be screened: _____
- Film Title: _____
(If there is more than one film to be screened, please provide a list of the films detailing (1) the date and time of screening; (2) venue of screening and (3) target audience. A sample of such a list is at Annex.)
- Number of screening for each film: _____
- *Admission fee: HK\$ _____ per show / *Free admission / *Others _____

Details of our organisation

- We are a non-profit-making organisation (*yes/*no). A copy of the letter on exemption from tax issued by the Commissioner of Inland Revenue under section 88 of the Inland Revenue Ordinance (Cap 112) is attached.
- We are a cultural organisation (*yes/*no). A copy of the organisation's Memorandum or Articles of Association is attached.

If you have any enquiry about the application details, please feel free to contact (Name of contact person) at (Phone number) or email at (Email address).

Yours faithfully,

(Signature)

(Name of the event/festival in-charge)

(Post title)

(Name of organisation)

(Organisation stamp)

Note:

- *Delete as appropriate
- If an applicant fails to submit sufficient information or documentary proof in respect of the screening, the relevant application may not be processed.
- If you have any enquiry about fee remission application, please contact the Office for Film, Newspaper and Article Administration at 2594 5788 or email at film@ofnaa.gov.hk.
- Applicant may be required to provide further information if necessary.

**Films to be screened at
(Name of Event/Festival)**

No.	Film Title	Date and Time of Screening	*Venue of Screening	Target Audience
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Note:

- *Please provide a layout plan/ a map / a photo of the screening venue.