

Application for Newspaper Distributor's Licence

Any person who wishes to apply for a Newspaper Distributor's Licence (the "Licence") shall send the following items to the Office for Film, Newspaper and Article Administration (Address: 3/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon), attention to Ms Karen FUNG:

Application by Individual:

- A Cheque of HK\$1025
(Cheque should be made payable to "The Government of the Hong Kong Special Administrative Region" and crossed. If you opt to settle the licence fee by electronic means, please refer to "Guidance Notes on E-services Option".)
- Two Recent Photos of the Applicant *(4cm x 5cm)*
- A Copy of the Hong Kong Identity Card of the Applicant
- Distribution List of Newspapers/ Periodicals Printed or Produced Outside Hong Kong (if any) with Valid Signature

Application by Company:

- A Cheque of HK\$1025
(Cheque should be made payable to "The Government of the Hong Kong Special Administrative Region" and crossed. For e-payment, please refer to "Guidance Notes on E-services Option".)
- Two Recent Photos of the Authorised Representative *(4cm x 5cm)*
- A Copy of the Hong Kong Identity Card of the Authorised Representative
- A Copy of the Valid Business Registration Certificate of the Parent Company with the Received Fee and Levy Printed on It
- A Copy of Certificate Issued by the Government of the Hong Kong Special Administrative Region Showing the Latest Particulars of Company's Directors *(e.g. the Latest Annual Return NARI with Payment Receipt or Certified Extract of Business Register)*
- An Authorisation Letter Signed by Two Directors of the Company
(The signature should tally with that shown on the latest annual return or the certified extract of business register.)
- A Declaration Letter Showing the Employment Status of the Authorised Representative with the Company
(should be certified by two directors of the company)
- Distribution List of Newspapers/ Periodicals Printed or Produced Outside Hong Kong (if any) with Valid Signature

If you have any enquiries on the above, please contact us at 3847 7710.

Guidance Notes on E-services Options

E-services are now available with options for e-licence and e-payment for payment of the required fee. If you choose to adopt the above e-services for application for newspaper distributor's licence, please inform us in writing alongside your submission of the required documents for your application and provide us with your email address.

Upon receipt of your written confirmation on using the e-payment option, a demand note will be issued to you for settling payment after we have completed processing your application. Please then follow the payment instructions on the demand note to make payment and submit the payment receipt to us by fax (2827 9972) or email (admnr@ofnaa.gov.hk) as soon as possible for us to prepare the Licence for you. If you have also indicated in writing to adopt the e-licence option, the electronic version of the Licence will be issued to you through email, while the original will be sent to you separately afterwards.

For enquiries, please contact our staff Ms FUNG at 3847 7710.

Notes for Applicant

1. The information provided in your application will be used for the following purposes:
 - (a) to facilitate your application for Newspaper Distributor's Licence;
 - (b) to facilitate enforcement of the laws and regulations;
 - (c) to facilitate members of the public to search for particulars of the Newspaper Distributor; and
 - (d) to facilitate communication between Government and yourself on your application and other related matters.
2. If you do not provide sufficient information in your application, we may not be able to process your application.
3. The personal data you provide may be transferred to other Government branches and departments for the purposes mentioned in paragraph 1 above.

Personal Data (Privacy) Ordinance

Purpose of Collection

1. The personal data provided by you to the Office for Film, Newspaper and Article Administration in connection with matters under the Registration of Local Newspapers Ordinance (Chapter 268) will be used for the following purposes:

- (a) to facilitate registration or continued registration of a local newspaper and news agency;
- (b) to facilitate amendment of registered particulars of a local newspaper and news agency;
- (c) to facilitate application of newspapers distributor's licence; and
- (d) to facilitate communication between Government and yourself on the above matters.

If you do not provide sufficient information required by the said Ordinance, we may not be able to process your application.

Classes of Transferees

2. The personal data you provide may be disclosed to other Government bureaux and departments for the purposes mentioned in paragraph 1 above.

Access to Personal Data

3. For enquiry regarding the Personal Data (Privacy) Ordinance and access to the personal data you have given to us, please contact Executive Officer (Newspaper and Article Administration) at 3847 7729.

Office for Film, Newspaper and Article Administration