

OFFICE FOR FILM, NEWSPAPER AND ARTICLE ADMINISTRATION

**Application for Viewing Films, Packagings
and Advertising Material in Repository**

(A) Name of Applicant: _____ Name in Chinese: _____

Occupation: _____ Age: _____

HKID/Passport No. : _____ Sex: _____

Name of Company/Organisation: _____

* Home/Office Address: _____

* Home/Office Tel. No. : _____

(B) I certify (i) that I am * a distributor/a retailer/an owner of the copyright of a film, videotape or laserdisc.

(ii) that I am a cinema operator.

(iii) that I am a video shop operator.

(iv) that I am a person authorised by a person referred to in paragraph (i), (ii), (iii).

(C) Film Title(s): _____

Film Ref. No. : _____

Format of Film: * Video Tape/Laser Disc/DVDDisc

(D) Packaging (s) : _____

(E) Advertising Material: _____

Applicant's Signature: _____ Date: _____

* Delete as inappropriate

Check as appropriate

(F) For Official Use Only

Accession No. : _____ Fees Chargeable: \$ _____

Demand Note No. : _____

Time in : _____ Time out : _____

The above film(s), packaging(s) and advertising material viewed by:

_____ Date: _____

Returned film(s), packaging(s) and advertising material checked by:

_____ Date: _____

Note: All fees paid are not refundable

Points to Note for Applicants for Film Censorship
電影檢查申請人須知

- (1) This document should be read by all persons who submit to the Film Censorship Authority (“FCA”) applications in relation to film censorship (“film censorship applications”) (which includes applications for Certificate of Approval, Certificate of Exemption, Certificate for Packaging, and Certificate for Advertising Material), applications for replacement certificate, or notification of publication of a physical storage medium for films. It should be read in conjunction with the Film Censorship Ordinance (Cap. 392) (“FCO”), the Film Censorship Guidelines for Censors published by the Secretary for Commerce and Economic Development pursuant to section 30 of the FCO, all other relevant documents provided by the Office for Film, Newspaper and Article Administration (“OFNAA”) in the course of the film censorship process, and all conditions set out in the relevant certificates.

向電影檢查監督（「監督」）呈交電影檢查申請（包括申請核准證明書、豁免證明書、包裝物證明書，及宣傳資料證明書），申請補發證明書，或就發布影片實物儲存媒體予監督的通知的人士應閱讀本文件。有關人士應一併閱讀《電影檢查條例》（第 392 章）（《條例》），由商務及經濟發展局局長按《條例》第 30 條公布的《有關電影檢查的檢查員指引》，其他在電影檢查過程中由電影、報刊及物品管理辦事處（「電影報刊辦」）提供的相關文件，及相關證明書上列明的條件。

- (2) When the applicant submits a film to the FCA pursuant to section 8 of the FCO for film censorship, the FCA will consider, among other things, whether the applicant has provided the information required on the relevant application form, the condition of the film record submitted and whether the film record is functioning normally, whether the film record submitted is in a format acceptable by the FCA, and the availability of a film viewing session, when deciding whether to accept the film submitted. The applicant should not assume a film is accepted by the FCA upon submission of a film censorship application.

申請人按《條例》第 8 條向監督送呈影片以作電影檢查，監督會視乎包括申請人有否提供相關申請表格上所要求提供的資料、送呈的影片版本的狀況及是否運作正常、送呈的影片版本的格式是否監督所接受的格式，以及有否影片檢查檔期等因素，方可決定是否接納送呈的影片。申請人呈交電影檢查申請後，不代表影片獲監督接納。

- (3) OFNAA bears no responsibility for any damage caused to the film record during the submission or censorship process. Pursuant to section 27(1) of the FCO, all losses and expenses incurred during the submission or censorship process shall be borne by the person submitting the film. The applicant should therefore ensure that the film record submitted to the FCA for film censorship is only a copy of the film. If a film record is found to be abnormal in appearance or functionality, the FCA may refuse to accept it and request submission of another record to his satisfaction.

影片版本在送呈或檢查的過程中受損，電影報刊辦概不負責。根據《條例》第 27(1)條，送呈或檢查影片期間引致的一切損失及費用，均由送呈影片的人承擔。申請人因此應確保送呈監督以作電影檢查的影片版本只為影片的複本。如影片版本的外觀或運作異常，監督可拒絕接納並要求送呈人另行送呈令其滿意的版本。

- (4) Under the FCO, the making of a decision by a censor for a film which requires classification shall not be later than 14 days after the film is accepted by the FCA or such a longer period as the Secretary for Commerce and Economic Development may allow. For a film exempted from classification, the FCA will issue a Certificate of Exemption not later than five working days after the film is accepted by the FCA. The applicant should plan the film exhibition date in the light of these time frames. In case the time available for film censorship falls short of these time frames, the film censorship process will unlikely be completed by the intended film exhibition date indicated by the applicant. OFNAA is not obliged to complete the film censorship process before the intended film exhibition date indicated by the applicant.

Where practicable, OFNAA will endeavour to achieve the following performance targets–

- Films requiring classification:
 - Seven working days for assigning a film viewing session after the film is submitted
 - Eight working days for notifying applicants of a film classification decision after the film is accepted by the FCA
- Films exempted from classification:
 - Three working days for issue of a Certificate of Exemption after the film is accepted by the FCA

根據《條例》，檢查員須於影片獲監督接納後 14 天內，或商務及經濟發展局局長准許的較長期間內，就需要評級的影片作出決定。就獲豁免評級的影片，監督會在其接納影片後五個工作天內發出豁免證明書。申請人應參照上述期限，計劃影片的上映日期。如預留予電影檢查的時間少於上述期限，電影檢查程序將不大可能在申請人提出的影片擬上映日期前完成。電影報刊辦並非事必要在申請人提出的影片擬上映日期前完成電影檢查程序。

在可行情況下，電影報刊辦會致力達致以下服務目標：

- 需要評級的影片：
 - 於呈交影片後七個工作天內編排檢片檔期
 - 於監督接納影片後八個工作天內把影片評級的決定通知申請人
- 獲豁免評級的影片：
 - 於監督接納影片後三個工作天內發出豁免證明書

- (5) Should there be any change or update to any information submitted to OFNAA in the film censorship application, the applicant should notify OFNAA in writing as soon as practicable. Changes or updates submitted are accepted only upon confirmation by OFNAA.

如須更改任何在電影檢查申請中向電影報刊辦呈交的資料，申請人應盡快以書面通知電影報刊辦。任何改動均須獲電影報刊辦確認方可作實。

- (6) Pursuant to section 10(8) of the FCO, a prescribed fee shall be payable for a film requiring classification if the film has already been dealt with under section 10 of the FCO. Pursuant to section 9(5) of the FCO, a prescribed fee shall be payable for a film exempted from classification if the film has already been dealt with under section 9 of the FCO. Irrespective of whether the certificate applied for is collected by the applicant or whether the film is approved for exhibition, the prescribed fee is payable by the applicant.

根據《條例》第 10(8)條，凡需要評級的影片根據《條例》第 10 條獲得處理，則須繳付訂明的費用。根據《條例》第 9(5)條，凡獲豁免評級的影片根據《條例》第 9 條獲得處理，則須繳付訂明的費用。無論申請人是否領取所申請的證明書及無論影片是否獲准上映，均須繳付應付訂明費用。

- (7) At the completion of the film censorship process, OFNAA will notify the applicant of the decision of the FCA or the censor. The applicant is required to settle the payable fees and collect the certificate applied for within 14 days of the notification. The applicant is also required to collect the film record submitted to the FCA within 14 days of the notification of the decision. If the film record is not collected by the applicant after this period, OFNAA will dispose of the relevant film as it deems appropriate. If the censor has decided that an excision or addition of a notice to the relevant film is needed, the applicant is required to submit the modified film to the FCA within 14 days of the notification, or else the application is deemed to be withdrawn.

在電影檢查過程完成後，電影報刊辦會通知申請人有關監督或檢查員的決定。申請人須在收到通知後 14 天內繳付應付費用及領取所申請的證明書。申請人亦須在收到通知後 14 天內取回向監督送呈的影片版本。否則，電影報刊辦會以適當的方式處理有關影片版本。如檢查員決定有關影片必須刪剪或加入告示，申請人須在收到通知後 14 天內向監督送呈經修改的影片，否則該申請當視作撤回處理。

- (8) Information provided by the applicant on the relevant application form to OFNAA will be used to:
- facilitate the processing of the film censorship application, application for replacement certificate; application for viewing films, packaging and advertising material in repository; or notification of publication of a physical storage medium for films to the FCA;
 - enable OFNAA to enforce relevant laws and/or provisions stipulated in the relevant certificate; and
 - enable the Government of the Hong Kong Special Administrative Region to make contact with the applicant with regard to the application / notification and other related matters.

Personal information provided in this form may be disclosed to other bureaux or departments of the Government of the Hong Kong Special Administrative Region for the purposes set out above if and when necessary. If the applicant wishes to access or correct any personal information provided in this form, please contact us.

申請人在相關表格上向電影報刊辦提供的資料將會作下列用途：

- 方便處理核准證明書／豁免證明書／包裝物證明書／宣傳資料證明書／補發證明書的申請；觀看儲存庫內的影片、包裝物及宣傳資料的申請；或就發布影片實物儲存媒體予電影檢查監督的通知；
- 配合電影報刊辦執行有關法例、規例及／或證明書上的條款；及
- 方便香港特別行政區政府就你的申請／通知及其他有關事宜與申請人聯絡。

如有需要，本處可以就上述用途，向香港特別行政區政府各局及部門提供此表格所載的個人資料。如申請人須更改或查閱在此表格提供的個人資料，請與我們聯絡。

Office for Film, Newspaper and Article Administration
電影、報刊及物品管理辦事處

Version: May 2022