

# Guidance Notes on Electronic Submission of Change of Particulars of Local Newspaper

## Points to Note before Filling in the Form


- ✓ The person who submits this form should be the same informant on the form for change of particulars of local newspaper.
- ✓ In the case of a company or other body corporate, the person submitting this form should be a director, manager, secretary or other officer of that company or body corporate. In the case of a firm or partnership, the person submitting this form should be a partner of that firm or partnership.

## New Submission of Change

- ✓ Select “Start Filling in a New Form”



**1) Introduction**

 **Office for Film, Newspaper and Article Administration**  
The Government of the Hong Kong Special Administrative Region of the People's Republic of China

I Want To  Start Filling in a New Form  
 Fill in a Saved Form

- ✓ “Name of Local Newspaper” should be firstly inputted.



**3) Application Details**

**Application Details**

I submit the form for change of particulars of local newspaper in respect of the following local newspaper and the supplementary documents to be dealt with under the Newspapers Registration and Distribution Regulations.

**Name of Local Newspaper \***

- ✓ Click “New submission of change”



**Application Details**

I submit the form for change of particulars of local newspaper in respect of the following local newspaper and the supplementary documents to be dealt with under the Newspapers Registration and Distribution Regulations.

**Name of Local Newspaper \***

New submission of change  
 Revised/ Further submission of change

- ✓ Submit the following forms and supplementary documents:

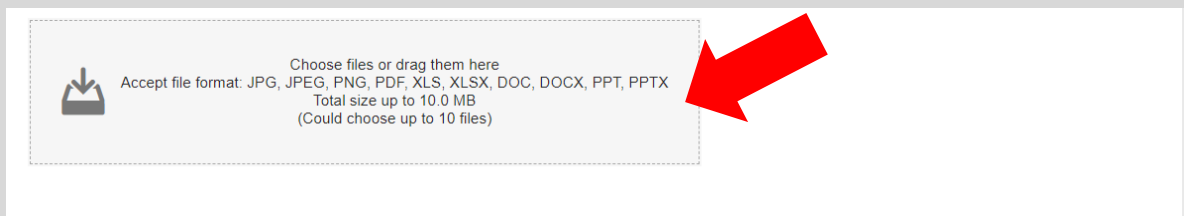
List of Forms (All the below forms must be submitted)

- Completed fillable PDF Form for Change of Particulars of Local Newspaper
- Scanned copy of the completed and signed PDF Form for Change of Particulars of Local Newspaper

List of Supplementary Documents

- Scanned copy of Letter of Authorisation
- Scanned copy of HKID Card/travel document of the Authorised Representative
- Scanned copy of Valid Business Registration Certificate
- Scanned copy of Certificate Issued by the Government of the Hong Kong Special Administrative Region Showing the Latest Particulars of Company's Directors (e.g. Form NAR1)

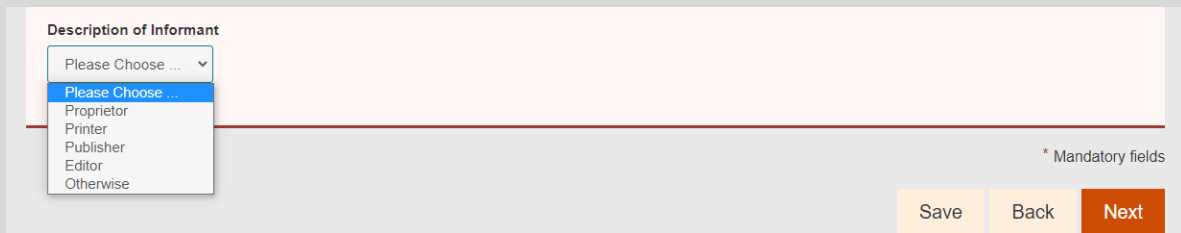
Upload the above forms and documents by clicking the box as pointed below, or dragging files to the pointed area. For supplementary documents other than those listed above or if the documents to be uploaded exceed the total size of 10MB, please submit via [admnar@ofnaa.gov.hk](mailto:admnar@ofnaa.gov.hk) to us. Documents scanned through scanners or captured by cameras are accepted.



- ✓ “Full Name of Informant”, “Company Name”, “Hong Kong Identity Card Number” and “Email Address” must be input.

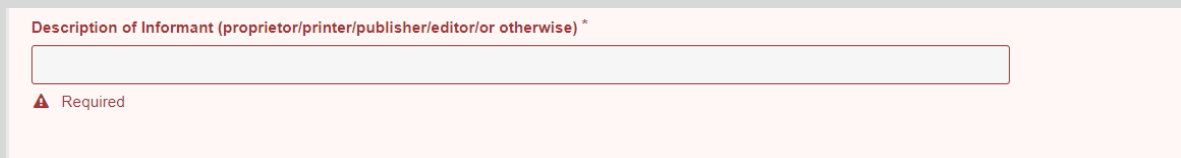
A screenshot of a web form titled "4) Particulars of Informant". At the top, there is a header bar with the title and a dropdown arrow. Below the header, the form is titled "Particulars of Informant" and includes an information icon and a note: "The person who submits this form should be the same informant on the form for change of particulars of local newspaper." The form contains several input fields: "Full Name of Informant \*", "Company Name \*", "Hong Kong Identity Card Number \*" (with a sub-field for the last digit), "Telephone Number", and "Email Address \*".

- ✓ “Description of Informant” should be selected from “proprietor”, “printer”, “publisher”, “editor” or “otherwise”.



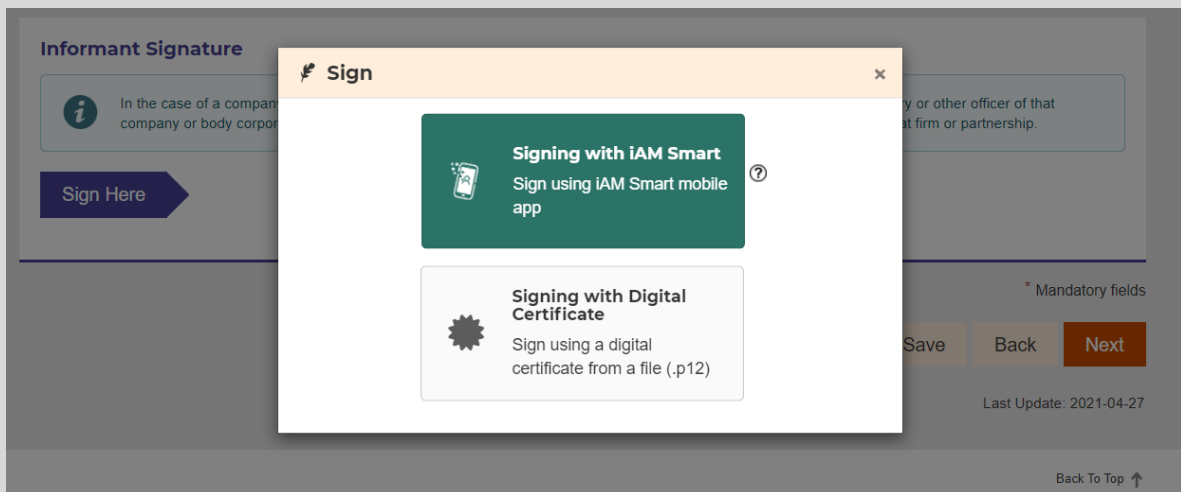
The screenshot shows a form field titled "Description of Informant". A dropdown menu is open, displaying the following options: "Please Choose ...", "Proprietor", "Printer", "Publisher", "Editor", and "Otherwise". The "Please Choose ..." option is currently selected. To the right of the dropdown, there is a red asterisk and the text "\* Mandatory fields". At the bottom right of the form, there are three buttons: "Save", "Back", and "Next".

Further details of the description should be furnished when “otherwise” is selected.



The screenshot shows a text input field with the label "Description of Informant (proprietor/printer/publisher/editor/or otherwise) \*". The field is currently empty. Below the field, there is a red triangle icon and the text "Required".

- ✓ “Informant Signature” is supported only by “iAM Smart” and “Digital Certificate”.



The screenshot shows the "Informant Signature" page. A modal window titled "Sign" is open, displaying two signing options: "Signing with iAM Smart" (Sign using iAM Smart mobile app) and "Signing with Digital Certificate" (Sign using a digital certificate from a file (.p12)). The background page shows a "Sign Here" button and a "Save" button. At the bottom right, there is a "Back To Top" link. The text "Last Update: 2021-04-27" is visible at the bottom of the page.

You may visit the following websites for more information.

iAM Smart: <https://www.iamsmart.gov.hk/en/>

Digital Certificate: <https://www.gov.hk/en/residents/communication/infosec/digitalcert.htm>

- ✓ After signing digitally, please check thoroughly all the particulars and information you have filled in before final submission.

- ✓ An acknowledgement email for future reference will be sent to the email address provided in “Particulars of Informant” above. If you prefer to receive the acknowledgement through a different email account, please enter the alternative email address into the fill-in box.

**Submission Acknowledgement**

An acknowledgement email for future reference will be sent to the email address provided in "Particulars of Informant" above. If you prefer a different email account to receive the acknowledgement, please enter the alternative email address below.

Email

- ✓ Please be reminded to save a local copy of the completed form by clicking the SAVE button before your submission so that you can retrieve the data in case you need to reuse it during subsequent submissions with necessary refinements.

**Submission Acknowledgement**

An acknowledgement email for future reference will be sent to the email address provided in "Particulars of Informant" above. If you prefer a different email account to receive the acknowledgement, please enter the alternative email address below.

Email

**Confirm**

Please be reminded to save a local copy of the completed form by clicking the SAVE button before your submission. Confirm Submit?

Cancel OK

Save Back Submit

\* Mandatory fields

After you click “Save”, please provide a password to protect the saved file.

**Informant Signature**

In the case of a company or body corporate, the signature must be provided by a director, officer or other officer of that company or partnership.

Sign Here

**Save Form**

Please provide a password to protect the form data to be saved.  
**NOTE: You will not be able to open the saved data if you forget the password.**

Password \*

Confirm Password \*

Cancel Save

Save Back Next

Last Update: 2021-04-27

Back To Top ↑

\* Mandatory fields

- ✓ Upon submission of change, you may download and print the submitted form for record by clicking the button as pointed below.

**7) Acknowledgement**

**Submission Details**

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

**Print Submitted Form**

Submission Date and Time (YYYY-MM-DD HH:MM)

Transaction Reference Number

Should you have any enquiries, please contact the respective bureau, department or organisation -  
Newspaper and Article Administration Division  
Office for Film, Newspaper and Article Administration  
Tel: (852) 2594 5832

- ✓ A “New submission reference number” will be provided to you by separate email upon new submission of change. This reference number should be stated and quoted each time when revised/further submissions on the change are made.

## Revised/ Further Submission of Change

- ✓ After you have previously submitted a form and would like to further revise the particulars or upload the documents again, you are required to fill in and submit the entire form again by clicking “Start Filling in a New Form”. In order to indicate that such new form is submitted for revising your previous submission instead of being a brand new submission, you have to select “Revised/ Further submission of change” with “New Submission Reference Number” in the section of application details. Please follow the below steps regarding your revised/ further submission of change.

- ✓ Click “Start Filling in a New Form”

**1) Introduction**

 **Office for Film, Newspaper and Article Administration**  
The Government of the Hong Kong Special Administrative Region of the People's Republic of China

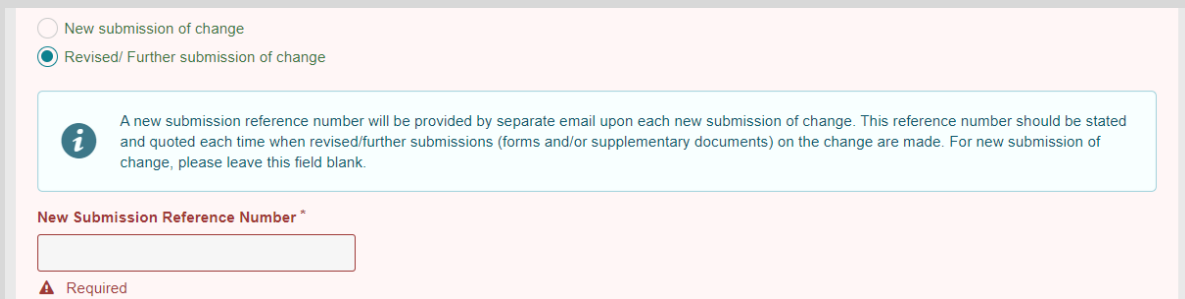
I Want To

- Start Filling in a New Form
- Fill in a Saved Form

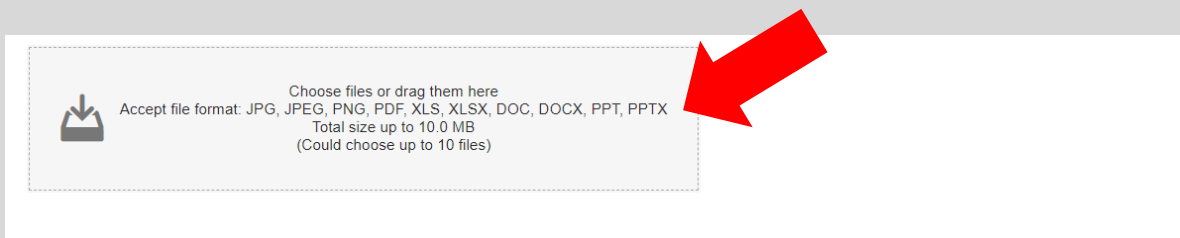
- ✓ “Name of Local Newspaper” to be inputted should be the same as that provided in your first submission.



- ✓ Click “Revised/ Further submission of change”, and input the “New Submission Reference Number” you received through a separate email after your first submission.



- ✓ You may resubmit your form and supplementary documents by uploading such documents. However, you do not need to upload and resubmit those previously submitted forms/ supplementary documents again in your submission this time.



If you need to revise and resubmit the fillable PDF Form for for Change of Particulars of Local Newspaper, please also submit the scanned copy of such completed and signed form.

You may upload the following supplementary document(s) which you need to further update as appropriate after your first submission

- Scanned copy of Letter of Authorisation
- Scanned copy of HKID Card/travel document of the Authorised Representative
- Scanned copy of Valid Business Registration Certificate
- Scanned copy of Certificate Issued by the Government of the Hong Kong Special Administrative Region Showing the Latest Particulars of Company’s Directors (e.g. Form NAR1)

If you resubmit supplementary documents other than those listed above or if the documents to be uploaded exceed the total size of 10MB, please submit via [admnr@ofnaa.gov.hk](mailto:admnr@ofnaa.gov.hk) to us. Documents scanned through scanners or captured by cameras are accepted.

- ✓ After you have uploaded and resubmitted the forms/ supplementary documents, you may proceed to fill in the “Particulars of Informant” and complete the “Informant Signature” by digital signing, similar to the procedures of your first submission of change.

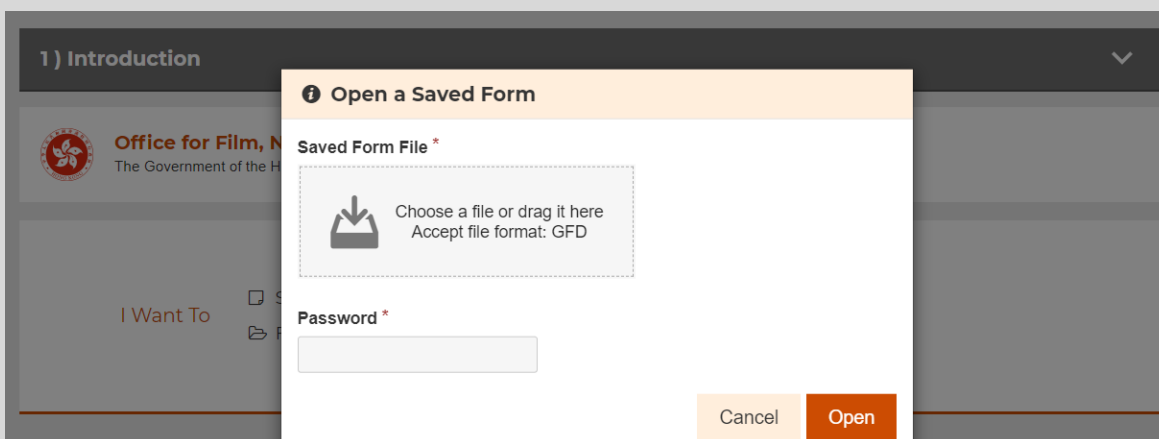
## Continue by Filling in a Saved Form

- ✓ Click “Fill in a Saved Form” to upload the previously saved and completed particulars.



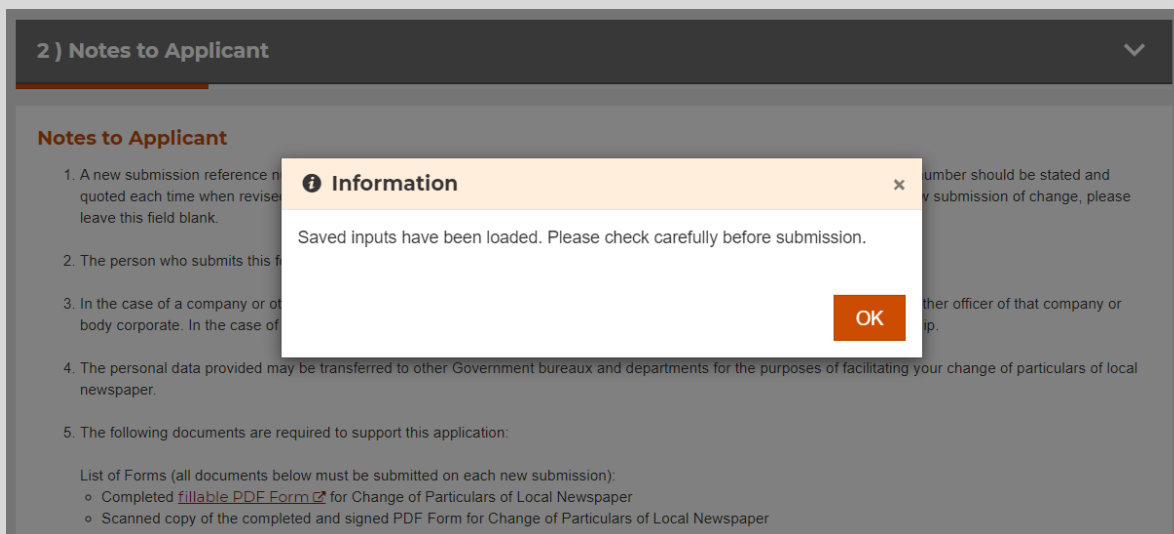
The screenshot shows the '1) Introduction' page of the Office for Film, Newspaper and Article Administration. The page header includes the office name and its affiliation with the Government of the Hong Kong Special Administrative Region. Below the header, there is a section titled 'I Want To' with two radio button options: 'Continue Filling Form' and 'Fill in a Saved Form'. The 'Fill in a Saved Form' option is highlighted with a red rectangular box.

- ✓ Upload the saved file with your password to retrieve the previously saved and filled-in particulars into the application form to continue the submission.



The screenshot shows a dialog box titled 'Open a Saved Form' overlaid on the '1) Introduction' page. The dialog box has a title bar with an information icon and the text 'Open a Saved Form'. Below the title bar, there is a section labeled 'Saved Form File \*' with a dashed border and a file upload icon. The text inside this section says 'Choose a file or drag it here' and 'Accept file format: GFD'. Below this section, there is a 'Password \*' field with a text input box. At the bottom right of the dialog box, there are two buttons: 'Cancel' and 'Open'.

- ✓ Once you see the notification below, your upload of saved inputs is successful.



## Other Points to Note

- ✓ Upon completing the electronic submission, please also furnish us the original copies of the following form and supplementary documents:
  - Completed and signed PDF Form for Change of Particulars of Local Newspaper
  - Letter of Authorisation
- ✓ Upon completion of processing of your submission, we will issue to you a general demand note for settlement of payment of the fee. Please follow the payment instructions on the demand note and submit the payment receipt to us after payment.
- ✓ You may choose to receive registered particulars by electronic means. If you would like to receive e-copy of particulars of the registered local newspaper upon completion of change of particulars, please inform us in writing (email: [admnr@ofnaa.gov.hk](mailto:admnr@ofnaa.gov.hk)) alongside your submission of required documents and provide us with your email address. Upon the completion of change of particulars of the local newspaper, the e-copy will be sent to you by email, while the original will be sent to you separately afterwards. If you have any enquiries, please contact our staff Ms FUNG at 3847 7710.