

**Registration of Local Newspapers Ordinance
(Chapter 268)**

Newspapers Registration and Distribution Regulations

*Particulars of Proprietor, Printer, Publisher
and Editor of Local Newspaper*

Name of local newspaper _____

Address of local newspaper _____

Frequency of publication _____
(half-yearly/quarterly/monthly/fortnightly/weekly/daily or otherwise)

Full name of proprietor _____

Business address of proprietor _____

Tel.: _____

*Hong Kong identity card no. of proprietor _____

Signature or seal of proprietor _____

Full name of printer _____

Business address of printer _____

Tel.: _____

*Hong Kong identity card no. of printer _____

Signature or seal of printer _____

Full name of publisher _____

Business address of publisher _____

Tel.: _____

*Hong Kong identity card no. of publisher _____

Signature or seal of publisher _____

Full name of editor _____

Business address of editor _____

Tel.: _____

*Hong Kong identity card no. of editor _____

Signature or seal of editor _____

I certify that the above particulars and my description are correct.

**Signature of informant: _____

Description of informant: _____
*(proprietor/printer/publisher/
editor or otherwise)*

Date: _____

Note: *(i) Where no Hong Kong identity card is held a passport or other travel document no. should be inserted.
In the case of a company or other body corporate the company registration no. should be inserted.

** (ii) In the case of a company or other body corporate the informant should be a director, manager, secretary or other officer of that company or body corporate.
In the case of a firm or partnership the informant should be a partner of that firm or partnership.

Personal Particulars of Informant

填報人個人資料

Registration of Local Newspapers Ordinance (Cap. 268)

本地報刊註冊條例（第 268 章）

NAME: (MR.先生/MRS.夫人/MISS 小姐/MS.女士) 姓名：	HK IDENTITY CARD NO./PASSPORT NO. 香港身份證/護照號碼：
COMPANY NAME AND ADDRESS: 公司名稱及地址：	*POSITION HELD: *職位： <input type="checkbox"/> DIRECTOR <input type="checkbox"/> SECRETARY 董事 秘書 <input type="checkbox"/> MANAGER <input type="checkbox"/> OTHER OFFICER 經理 其他高級人員 <input type="checkbox"/> PARTNER 合夥人
OFFICE TEL NO: FAX NO: 公司電話： 傳真機：	
NAME OF THE PROPOSED NEWSPAPER: 所辦報刊名稱：	LANGUAGE OF THE PROPOSED NEWSPAPER: 所辦報刊語言：
NATURE OF THE PROPOSED NEWSPAPER: 所辦報刊性質：	

I confirm that I have read and understand the “How to Apply for Registering a Local Newspaper or Periodical” and the Registration of Local Newspapers Ordinance (Cap. 268), and that the proposed newspaper is a local newspaper as defined under section 2 of Cap. 268.

本人確認本人曾閱讀並明白「怎樣申辦本地報刊註冊」簡介及《本地報刊註冊條例》（第 268 章），以及所辦報刊屬《本地報刊註冊條例》（第 268 章）第 2 條界定的本地報刊。

Signature of Informant

and Company Chop: _____

填報人簽署及公司印章

Date : _____

日期

The above information may be used for the purpose of seeking legal advice from the Department of Justice and other uses by the Police in relation to enforcement of this and other ordinances.

本處可能使用上述資料，向律政司諮詢法律意見。同時，警務處也可能根據上述資料，執行《本地報刊註冊條例》（第 268 章）及其他條例的規定。

* Please see note (ii) of the statutory form (TVF 40(s)/ TVF 42(s))

* 請參考法定表格（TVF 40(s)/ TVF 42(s)）註釋第（ii）項。

Date: _____

Deputy Registrar of Newspapers
3/F, Treasury Building,
3 Tonkin Street West,
Cheung Sha Wan,
Kowloon.

Dear Sir/Madam,

Letter of Authorization

Please be informed that Mr / Mrs / Miss / Ms _____ HKID No.
_____ is authorized to act as the representative for our company
“_____” in connection with matters relating to the
registration of our local newspaper named “_____”.

Yours sincerely,

Signature of Director (1) _____ Signature of Director (2) _____

Name of Director (1) _____ Name of Director (2) _____
(in Block Letters) (in Block Letters)

Chop of Company _____ Chop of Company _____

Registration of Local Newspapers Ordinance (Cap. 268)

In accordance with the Registration of Local Newspapers Ordinance (Cap. 268) (RLNO), every local newspaper shall be registered under the RLNO. The definition of “local newspaper” as stipulated in the RLNO is as follows -

Section 2: Interpretation

"**newspaper**" (報刊) means any paper or other publication and any supplement thereto available to the general public which-

(a) contains news, intelligence, occurrences or any remarks, observations or comments in relation to such news, intelligence, or occurrences or to any other matter of public interest; and

(b) is printed or produced for sale or free distribution and published either periodically (whether half-yearly, quarterly, monthly, fortnightly, weekly, daily or otherwise) or in parts or numbers at intervals not exceeding 6 months; and

(c) does not comprise exclusively any item or items specified in the Schedule;

"**local newspaper**" (本地報刊) means a newspaper printed or produced in Hong Kong;

Schedule

Publications Excluded from Definition of Newspaper

Item	Description
1	Academic journals
2	Almanacs
3	Cartoons and comic strips
4	Collections of photographic images (with or without captions)
5	Commercial advertisements and commercial advertising circulars and brochures
6	Commercial circulars
7	Company and partnership reports and company prospectuses
8	Consumer information and reports
9	Election pamphlets and posters
10	Financial, economic and statistical reports
11	Information sheets and newsletters relating to clubs, educational institutions, professional associations, societies, trade unions and other organizations
12	Maps, charts and tables
13	Price lists
14	Public speeches and statements
15	Racing tips, racing form reports and other related materials
16	Religious materials
17	Sales catalogues
18	Sheet music
19	Trade catalogues and journals
20	Travel brochures

**Guidance notes for completing forms in relation to local newspapers
under the Registration of Local Newspapers Ordinance (Cap. 268)**

- (1) “Editor” means the chief editor if there are more than one editor and includes any person acting as chief editor or performing any of the usual functions of a chief editor. The particulars of the entry “editor” should relate to that of a person.
- (2) Other than the editor who must be a person, the particulars in respect of the entry “proprietor, publisher or printer” can be that of a company or other body corporate. In the case of a company or other body corporate, the company concerned should nominate a person to represent itself for the purpose of registration under the Ordinance. The particulars of this authorized person including name, I/D card number and signature and the company seal, should be included in the appropriate entry of the form.
- (3) The following supporting documents should be attached to the application form :-
 - (a) a photocopy of the latest Business Registration Certificate of the company concerned;
 - (b) a photocopy of certificate showing the latest particulars of directors of the company which acts as the proprietor of local newspaper;
 - (c) a certificate/letter authorizing a person to represent the company concerned which must be signed by 2 directors to that effect;
 - (d) a photocopy each of the identity card, passport, or other travel document in respect of the name of proprietor, printer, publisher, editor and authorized person(s) as shown in the application form; and
 - (e) a duly completed form in respect of the personal particulars of the informant.
- (4) A sample copy of a duly completed application form is attached for reference. The registration procedure will normally take 7 working days to complete upon receipt of the duly completed application form and necessary supporting documents. Applicant is advised not to publish his local newspaper until formal approval of registration has been granted.
- (5) Full text of the Registration of Local Newspapers Ordinance (Cap. 268) and its subsidiary legislation is accessible via the following website –
<https://www.elegislation.gov.hk/hk/cap268!en>

- (6) 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 registration, please inform us in writing (email: admnar@ofnaa.gov.hk) alongside your submission of required documents and provide us with your email address. Upon the completion of registration 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.

Newspaper and Article Administration Division
Office for Film, Newspaper and Article Administration

SAMPLE

Registration of Local Newspapers Ordinance

(Chapter 268)

Newspapers Registration and Distribution Regulations

Particulars of Proprietor, Printer, Publisher

and Editor of Local Newspaper

Name of local newspaper Name of Magazine in English Name of Magazine in Chinese

Address of local newspaper Address of BRC of ABC Co

Frequency of publication XXXXXXXXXXXXXXXXXX

(half-yearly/quarterly/monthly/fortnightly/weekly/daily or otherwise)

Full name of proprietor ABC CO LTD (Rep by: Mr CHAN Tai Man 陳大文 ID No.)

Business address of proprietor Address of BRC of ABC Co

Tel.: XXXX XXXX

*Hong Kong identity card no. of proprietor B.R.C. No: 87654321-000

Signature or seal of proprietor Signed By: Chan Tai Man ABC Co. Chop

Full name of printer DEF Printing CO LTD (Rep by: Mr CHAN Siu Man 陳少文 ID No.)

Business address of printer Address of BRC of DEF Printing Co

Tel.: XXXX XXXX

*Hong Kong identity card no. of printer B.R.C. No: 33366699-000

Signature or seal of printer Signed By: Chan Siu Man DEF Printing Co. Chop

Full name of publisher ABC CO LTD (Rep by: Mr CHAN Tai Man 陳大文 ID No.)

Business address of publisher Address of BRC of ABC Co

Tel.: XXXX XXXX

*Hong Kong identity card no. of publisher B.R.C. No: 87654321-000

Signature or seal of publisher Signed By: Chan Tai Man ABC Co. Chop

Full name of editor Chan Siu Ming

Business address of editor Address of BRC of ABC Co

Tel.: XXXX XXXX

*Hong Kong identity card no. of editor C 345678(C)

Signature or seal of editor Signed By: Chan Siu Ming ABC Co. Chop

I certify that the above particulars and my description are correct.

**Signature of informant: XXXXXX ABC Co. Chop

Description of informant: XXXXXXXXXX

*(proprietor/printer/publisher/
editor or otherwise)*

Date: XXXXXXXXXXXXXX

Note: *(i) Where no Hong Kong identity card is held a passport or other travel document no. should be inserted.

In the case of a company or other body corporate the company registration no. should be inserted.

** (ii) In the case of a company or other body corporate the informant should be a director, manager, secretary or other officer of that company or body corporate.

In the case of a firm or partnership the informant should be a partner of that firm or partnership.

Notes for Informant / Applicant

1. The information provided in the application form will be used for the following purposes:
 - (a) to facilitate your application for registration of a newspaper / news agency / bulletin and / or change of the particulars of a registered newspaper / news agency / bulletin;
 - (b) to facilitate enforcement of the laws and regulations;
 - (c) to facilitate members of the public to search for particulars of a registered newspaper / news agency / bulletin, or to search and make copies in accordance with the Registration of Local Newspapers Ordinance, Cap. 268 and its subsidiary legislation; and
 - (d) to facilitate communication between Government and yourself on your application and other related matters.
2. The form must be completed in full. If you do not provide sufficient information, 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.
4. For correction of or access to personal data given by you in the form, please contact Executive Officer (Newspaper and Article Administration) at 3847 7729.

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 renewal of 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 issue and renewal 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. Moreover, according to Section 10 of the Newspapers Registration and Distribution Regulations (Chapter 268B), any person may search, inspect and require copies of these registered particulars.

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).

Office for Film, Newspaper and Article Administration

NEWSPAPERS REGISTRATION

ABRIEF NOTE OF LAW REQUIREMENTS OF LOCAL NEWSPAPERS AND PERIODICALS REGISTRATION

Subsequent to the registration of your local newspaper in accordance with the Registration of Local Newspapers Ordinance, you are to observe the following requirements :-

Registration of Local Newspapers Ordinance (Cap. 268)

- (i) A copy of every issue of the newspaper/periodical (including any supplement) shall be delivered to the Newspaper Administration Registry, within two days from the day of publication. The copy must be signed by either the printer or the publisher and it shall also bear the full name and address of the signatory thereof.
- (ii) The printer's name and address shall be printed either on the front page or the back page of the local newspaper.
- (iii) Any change in registered particulars should be reported to the Registrar of Newspaper Administration within seven days by furnishing the prescribed Form. The fee for official entry of substituted particular in the register is \$140.
- (iv) The first registration fee of publication is \$1,140 and the effective period is 1 year with effect from the date of registration. The registration should be renewed when it becomes due and the fee for annual renewal is \$895.
- (v) The registration of a local newspaper shall be deemed to have lapsed if it ceases publication for a consecutive period of more than six months.

If you have any queries about the newspapers registration matters, please contact:

Newspaper Administration Registry

Office for Film, Newspaper and Article Administration

Address: 3/F, Treasury Building, 3 Tonkin Street West, Cheung Sha Wan, Kowloon

Telephone: 3847 7710 (Ms FUNG)