

**Registration of Local Newspapers Ordinance**  
**(Chapter 268)**  
**News Agencies Registration Regulations**

*Particulars of Proprietor and Manager  
of News Agency and Printer, Publisher  
and Editor of Bulletin*

Name of news agency \_\_\_\_\_

Address of news agency \_\_\_\_\_

\_\_\_\_\_

Full name of proprietor \_\_\_\_\_

Business address of proprietor \_\_\_\_\_

\_\_\_\_\_ Tel.: \_\_\_\_\_

\*Hong Kong identity card no. of proprietor \_\_\_\_\_

Signature or seal of proprietor \_\_\_\_\_

Full name of manager \_\_\_\_\_

Business address of manager \_\_\_\_\_

\_\_\_\_\_ Tel.: \_\_\_\_\_

\*Hong Kong identity card no. of manager \_\_\_\_\_

Signature or seal of manager \_\_\_\_\_

Full name of printer of bulletin \_\_\_\_\_

Business address of printer \_\_\_\_\_

\_\_\_\_\_ Tel.: \_\_\_\_\_

\*Hong Kong identity card no. of printer \_\_\_\_\_

Signature or seal of printer \_\_\_\_\_

Full name of publisher of bulletin \_\_\_\_\_

Business address of publisher \_\_\_\_\_

\_\_\_\_\_ Tel.: \_\_\_\_\_

\*Hong Kong identity card no. of publisher \_\_\_\_\_

Signature or seal of publisher \_\_\_\_\_

Full name of editor of bulletin \_\_\_\_\_

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/manager/  
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）

**News Agencies Registration Regulations**

通訊社註冊條例

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: 公司電話：	FAX NO: 傳真機：	NAME OF THE PROPOSED NEWS AGENCY 所辦通訊社名稱：	
*NATURE OF COMPANY: *公司性質： <input type="checkbox"/> COMPANY <input type="checkbox"/> FIRM 公司                      商號 <input type="checkbox"/> BODY CORPORATE <input type="checkbox"/> PARTNERSHIP 法人團體                      合夥		LANGUAGE OF THE PROPOSED NEWS AGENCY BULLETIN: 所辦通訊社其新聞通訊語言：	

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 45(s)/ TVF 46(s))

\* 請參考法定表格（TVF 45(s) / TVF 46(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 news agency named “\_\_\_\_\_”.

Yours sincerely,

Signature of Director	(1) _____	Signature of Director	(2) _____
Name of Director (in Block Letters)	(1) _____	Name of Director (in Block Letters)	(2) _____
Chop of Company	_____	Chop of Company	_____

## **Declaration**

Deputy Registrar of Newspapers,

“I confirm that I have read and understand the Registration of Local Newspapers Ordinance (Cap. 268) and News Agencies Registration Regulations (Cap.268A)\* and hereby declare that the bulletins of this news agency are distributed in Hong Kong only to local newspapers registered under the Newspapers Registration and Distribution Regulations (Cap. 268B)\*. The registered local newspapers to which the bulletins are distributed by this news agency are listed out below for your reference.

I also confirm that I understand that in accordance with section 19 of Cap. 268, the registration of this news agency shall be deemed to have lapsed if this news agency ceases to issue bulletins for a consecutive period of not less than 6 months, and that I shall notify the Registrar as soon as possible if such cessation occurs

\* 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>

**List of registered local newspaper(s) to which the bulletins are distributed by this news agency**

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Signature of Proprietor

or Director : \_\_\_\_\_

Name of News Agency : \_\_\_\_\_

Date : \_\_\_\_\_

**Guidance notes for completing forms  
in relation to news agencies 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 news agency;
  - (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, manager, 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) 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 bulletin until formal approval of registration has been granted.

- (5) You may choose to receive registered particulars by electronic means. If you would like to receive e-copy of particulars of the registered news agency upon completion of registration, 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 registration of the news agency, the e-copy will be sent to you by email, while the original will be sent to you separately afterwards.

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

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

### **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 11 of the News Agencies Registration Regulations (Chapter 268A), 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