

Registration of Local Newspapers Ordinance
(Chapter 268)
News Agencies Registration Regulations
Change of Particulars of News Agency or Bulletin

<i>Particulars</i>	<i>Existing</i>	<i>Substituted</i>	<i>***Date of Change</i>
Name of news agency	_____	_____	_____
Address of news agency	_____	_____	_____
	_____	_____	
	_____	_____	
Full name of proprietor	_____	_____	_____
Business address of proprietor	_____	_____	_____
	_____	_____	
	_____	_____	
	Tel.: _____	Tel.: _____	
*Hong Kong identity card no. of proprietor	_____	_____	_____
Signature or seal of new proprietor		_____	
Full name of manager	_____	_____	_____
Business address of manager	_____	_____	_____
	_____	_____	
	_____	_____	
	Tel.: _____	Tel.: _____	
*Hong Kong identity card no. of manager	_____	_____	_____
Signature or seal of new manager		_____	
Full name of printer of bulletin	_____	_____	_____
Business address of printer	_____	_____	_____
	_____	_____	
	_____	_____	
	Tel.: _____	Tel.: _____	
*Hong Kong identity card no. of printer	_____	_____	_____
Signature or seal of new printer		_____	

<i>Particulars</i>	<i>Existing</i>	<i>Substituted</i>	<i>***Date of Change</i>
Full name of publisher of bulletin	_____	_____	_____
Business address of publisher	_____	_____	_____
	_____	_____	
	_____	_____	
	Tel.: _____	Tel.: _____	
*Hong Kong identity card no. of publisher	_____	_____	_____
Signature or seal of new publisher		_____	
Full name of editor of bulletin	_____	_____	_____
Business address of editor	_____	_____	_____
	_____	_____	
	_____	_____	
	Tel.: _____	Tel.: _____	
*Hong Kong identity card no. of editor	_____	_____	_____
Signature or seal of new 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.
*** (iii) Insert "No change" where furnished particulars remain unchanged.

Guidance Notes on E-copy of Registered Particulars

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 change of particulars, please inform us in writing (email: admnaar@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 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 Clerical Officer (Newspaper Administration) 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).