

Applicant : please indicate whether the following documents are submitted :

- Copies of identity documents of office-bearers
- Proof of the Society's address
- Consent letter from the occupier of the premises (if applicable)
- Constitution, articles of association or minutes of a meeting of the Society
- Relevant qualification of the office-bearers (if any)
- Consent letter for the name of the Society (if applicable)



HONG KONG POLICE

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**APPLICATION FOR SOCIETY REGISTRATION /
EXEMPTION FROM SOCIETY REGISTRATION
(SECTION 5, SOCIETIES ORDINANCE, CAP. 151)**

(Attention: Please read the "Guidance Notes" before completing this application form)

Name of the Society/

Branch

(Note 1)

.....
(English in Block Letters)

.....
(Chinese)

If applying for a branch, please indicate which main registered / exempted society such branch is under and provide the consent letter of such main society.

Main Society:

Main Society registration number:

Please select either of the following :-

Registration of Society

or

Exemption for Registration *(Please answer the below question)*

If applying for exemption for registration, please indicate which category that your society or branch is SOLELY established for from the following purposes (Note 2) :-

religious

charitable

recreational

a rural committee

social

a federation or other association of a rural committee

Object(s) of the Society / Branch

(Note 3)

(Supplementary sheet can be used)

.....
.....
.....
.....
.....
.....

The address of the principal place of business of the Society/ Branch and of every place or premises owned or occupied by the Society/ Branch (Note 4).

.....
.....

The principal email address of the Society / Branch (if any)

Date of establishment of the Society/ Branch. Give an explanation here if the society is established more than one month ago (Note 5).

.....

Name of the Society/ Branch:

PERSONAL DATA

The particulars of the Office-Bearers of the Society/ Branch (Note 6)

Post Title (please indicate the person in charge with <input checked="" type="checkbox"/>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name in English (on identity document in block letters)			
Name in Chinese (if any)			
Hong Kong Identity Card No. (or other valid identity document)			
Sex			
Date of Birth (year-month-day)			
Nationality			
Local Hong Kong Address of the Office-bearer			
Local Contact Telephone No.			
Email Address (if any)			

Declaration by Office-bearers :-

I hereby declare to the best of my knowledge and belief, the particulars given in this application are true in all details. I fully understand that any false or incomplete information provided in respect of this application may prejudice my application.

I understand that the Societies Officer may decide to register a society if he/ she is not satisfied that an application for exemption from registration meets all criteria under the provisions of the Societies Ordinance, Cap. 151.

I understand that it is the responsibility of a registered/exempted society to keep the Societies Officer updated on any changes on the society's name, objects, office-bearers or principal place of business, etc or dissolution within 1 month of such change or dissolution.

I have read the "Guidance Notes" and understand that the Societies Office will return the original application form to the applicant in case of insufficient information or documents.

Signature Name (in block letters) Date	Signature Name (in block letters) Date	Signature Name (in block letters) Date
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Guidance Notes
Application for Society Registration / Exemption from Society Registration
under Societies Ordinance, Cap. 151

Legislative Requirements

A local society shall apply in the specified form to the Societies Officer (the Commissioner of Police) for registration or exemption from registration within one month of its establishment or deemed establishment under section 2(2B) or 4 of the Ordinance. The application must be signed by three office-bearers and include details of :-

- (a) the name of the society;
- (b) the objects of the society;
- (c) the particulars of the office-bearers of the society; and
- (d) the address of the principal place of business of the society and of every place or premises owned or occupied by the society.

(Please see the Schedule of Societies Ordinance (Cap. 151) for the association which the ordinance does not apply to.)

Note 1 – Name of the Society / Branch

- Name can be submitted solely in English or Chinese or both.
- No local society shall use a name which is identical with that of a currently listed society or uses a name so closely resembling that name.
- The name should not be likely to mislead the public as to the true character or purpose of the society.
- If the Societies Office has any opinion on the name of the society, the applicant will be contacted for follow up.
- If the name of the society contains English abbreviation or language other than Chinese or English, please provide translation on the application form.
- If the name of the society is related to any name of other association(s) or person(s), please provide the consent letter of the association(s) or person(s).
- If applying for a branch, consent from the person-in-charge of the main registered / exempted society that such branch is under must be submitted.

Note 2 – Exemption from Registration

- A society can apply for exemption from registration if it is established solely for religious, charitable, social or recreational purposes or as a rural committee or a federation or other associations of rural committees.
- Applicants are advised to note that the responsibilities of an office-bearer of both a registered and a society exempted from registration are the same under the Ordinance.

Note 3 – Objects of the Society

- Objects should be given in as much detail as possible which will help in the processing of the application. Further details can be given by indicating the activities which the society has held or planning to hold.
- You are required to submit the constitution, articles of association or minutes of a meeting, to establish the society and show the objects and purposes of the society.
- You are required to provide supporting documents to support the relevant qualification of the office-bearers (e.g. certificates, if any) to show the objects and the name of the society.

Note 4 – Principal Place of Business of the Society

- The Principal Place of Business must be an address in Hong Kong. It will be shown on the Certificate of Registration of a Society or Certificate of Exemption from Registration of a Society and open for public inspection.
- You are required to submit copy of a utility bill (Water Supply, Electricity or Town Gas) or bank statement or letter from any HKSAR Government department (other than Hong Kong Police) within the last 3 months to prove the Society's address.
- In cases where the society is using an address occupied by another body such as a company or a residential location not occupied by any of the office-bearers, a consent letter from the lawful occupier of the premises is also required. The consent letter must contain the full name of the occupier, dated, post and signed with company chop (in case it is occupied by a company) before submission.
- A post office box is not acceptable as a place of business of a society. However, it is acceptable to be considered as a correspondence address for the society. Therefore, an applicant must provide an alternative address as the place of business if they intend to use a post office box for receiving documents.

Note 5 – Date of Establishment of the Society

- A local society shall apply for registration within one month of its establishment or deemed establishment. If not, the applicant must give an explanation at the time of application.
- A society is deemed to be established in Hong Kong if :-
 - (a) any of its office-bearers or members resides in Hong Kong; or
 - (b) is present in Hong Kong; or
 - (c) any persons in Hong Kong manages or assists in the management of the society or solicits or collects money or subscription in its behalf.
- No society is deemed to be established in Hong Kong if :-
 - (a) it is organized and is operating wholly outside Hong Kong; and
 - (b) no office, place of business or place of meeting is maintained or used in Hong Kong by such society or by any person in its behalf; and
 - (c) no register of members of such society is kept in Hong Kong; and
 - (d) no subscriptions are collected or solicited in Hong Kong by the society or by any person in its behalf.

Note 6 – Office-Bearers of the Society

- Only three office-bearers are required for registration purpose.
- One of the registered office-bearers (e.g. chairperson) must be the person-in-charge of the society. The rest may be the vice-chairperson, treasurer, secretary or the appointed person of the society to operate bank accounts on behalf of the society.
- The particulars of office-bearers must be completed in full, signed and to be returned to the Societies Office with clear copies of their HKID cards or other valid identity documents if they are not holders of HKID cards.
- Applications are accepted from foreign associations provided that if any one of its office-bearers or members resides in Hong Kong or works in Hong Kong and an office, place of business or place of meeting is maintained or used in Hong Kong by such society.
- Office-bearers are required to provide their local telephone numbers and individual correspondence Hong Kong addresses which are different from the society address for record and contact purposes.

Fees

No fees are payable on application for registration or exemption from registration of a society.

Warning Against Bribery

Under the Prevention of Bribery Ordinance (Cap. 201), it is an offence for any person to solicit, offer or accept any advantage including money and gifts in connection with the processing of any Societies application.

Application

- Application forms can be obtained in person from the Societies Office or visit the Police Licensing Office website at Hong Kong Police Homepage at :
http://www.police.gov.hk/ppp_en/11_useful_info/licences/index.html
- To speed up the processing of the application, you are reminded to attach the following documents with the application form. The Societies Office may approach you for more details if necessary :-
 - (a) Copies of HKID Cards or other valid identity documents;
 - (b) Document to prove the place of business of the Society;
 - (c) Consent letter from the lawful occupier of the premises (if applicable);
 - (d) Constitution, articles of association or minutes of a meeting, to establish the society and show the objects and purposes of the society;
 - (e) Relevant qualification of the office bearers (e.g. certificates, if any); and
 - (f) Consent letter for the name of the society (if applicable).
- An application may be submitted in person or by post to the following address :-

Societies Office
12/F., Arsenal House,
Police Headquarters,
No. 1 Arsenal Street,
Wan Chai, Hong Kong.

- Application by fax or by e-mail is not acceptable.

Appeal against Refusal to Register or to Exempt (Section 5B of the Ordinance)

The Society concerned may appeal to the Chief Executive in Council within 30 days of the date when notice of the decision was given to the Society that the Societies Officer has refused registration or exemption from registration. The Chief Executive in Council may confirm, vary or reverse the decision. The operation of the decision appealed against is suspended until the Chief Executive in Council has heard and determined the appeal.

Enquiries

For enquiries, please contact our staff during office hours at 2860 2973 or browse our website at http://www.police.gov.hk/ppp_en/11_useful_info/licences/index.html

Application for Society Registration/Exemption from Society Registration

社團註冊/豁免註冊申請

- PROVISION OF PERSONAL DATA -

提供個人資料

Purpose of Collection

收集資料的目的

1. The personal data provided by means of this form will be used by the Hong Kong Police Force for facilitating processing of applications/record purpose/record update/all kinds of present and subsequent investigations for Registration/Exemption from Registration of a Society under the Societies Ordinance, Cap. 151.
香港警務處會把申請表上填報的個人資料作下列用途: 辦理這份申請[即申請人按照《社團條例》(法例第 151 章)而提出的社團註冊申請或豁免註冊申請]/紀錄存檔/更新紀錄/現階段及日後的一切調查工作。
2. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your applications/update your record.
在本表格上提供個人資料, 純屬自願性質。若資料不足, 本處可能無法辦理你的申請/更新你的紀錄。
3. Any material falsification or omission of information may result in the Commissioner's refusal to give approval.
若虛報或漏報重要資料, 警務處處長可拒絕有關申請。

Classes of Transferees

可獲披露資料的機構

4. The personal data provided by means of this form may be disclosed to other government departments and public or private organizations for the purposes mentioned in the above paragraphs.
本處可能會向其他部門及公營或私營機構披露表格上填報的個人資料, 以作上文所載的用途。
5. Pursuant to sections 11(2) and 12 of the Societies Ordinance, Cap. 151, all the personal data provided to this office may be released to public upon request and prior consent of the data subject in question is not required.
根據法例第 151 章《社團條例》第 11(2) 及 12 條, 交來的所有個人資料, 一經要求, 可向公眾人士發放, 而事前毋須經有關的資料當事人同意。

Access to Personal Data

查閱個人資料

6. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access included the right to obtain a copy of your personal data provided by means of this form.
根據《個人資料(私隱)條例》第 18 及 22 條和附表一的第 6 原則, 你有權查閱和更正你的個人資料, 包括有權索取表格上填報的個人資料副本乙份。

Enquiries

查詢

7. Enquiries concerning the personal data collected by means of this form, including data access and data correction requests, should be addressed to:
如對本表格所收集的個人資料有任何疑問, 包括申請查閱和更正資料, 請聯絡下列辦事處人員:

Executive Officer (Licensing)
Police Licensing Office
13/F, Arsenal House,
Police Headquarters,
No. 1 Arsenal Street,
Wan Chai, Hong Kong.

Tel. Enquiry : 2860 2973

香港灣仔
軍器廠街一號
警察總部
警政大樓十三樓
香港警務處牌照課
行政主任 (牌照)

查詢電話 : 2860 2973