

**Applicant**

**Please indicate whether the following documents are submitted (if applicable):**

- Copies of identity documents of office-bearers
- Proof of the Society's address
- Consent letter from the occupier of the premises
- Constitution, articles of association or minutes of a meeting of the Society
- Relevant qualification of the office-bearers
- Consent letter for the name of the Society
- Original Certificate of Registration / Loss report from police station



**HONG KONG POLICE**

只供本處填寫  
**Official use only**

Received date: \_\_\_\_\_  
 Handling officer: \_\_\_\_\_  
 No Record / Same as / Similar to \_\_\_\_\_  
 (Reg. No.)  
 Checked date: \_\_\_\_\_

**APPLICATION FOR CHANGES OF PARTICULARS OF REGISTERED AND EXEMPTED SOCIETIES (SECTIONS 10 & 14, SOCIETIES ORDINANCE, CAP. 151)**

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

A. Please enter your information maintained with the Societies Office here :-

<b>Name of the Society/ Branch</b>	..... (English in Block Letters)
	..... (Chinese)
<b>Society Registration Number</b>	.....

B. Please choose which amendment is relevant to you and enter '✓' in the appropriate box(es) and then proceed to Page 2 :-

- |  |  |
|--|--|
| <input type="checkbox"/> Change name of Society/ Branch    | <input type="checkbox"/> Change of Office-bearer(s)      |
| <input type="checkbox"/> Change objects of Society/ Branch | <input type="checkbox"/> Closing a Branch of the Society |
| <input type="checkbox"/> Change address of Society/ Branch | <input type="checkbox"/> Dissolving a Society            |
|  | <input type="checkbox"/> Others                          |

**Endorsement of amendments:**

Signature : .....

\*Name of Person-in-charge : .....

Title Post : .....

Contact Tel.: No. : (Office) .....

(Mobile) .....

Date : .....

\*If the application involves the change of Person-in-charge, another current registered Office-Bearer should endorse here :

Name of Office-Bearer : .....

Title Post : .....

Signature : .....

**Change name of Society/ Branch**

New name:

(Note 1)

.....  
(English in Block Letters)

.....  
(Chinese)

**Change objects of Society/ Branch**

New Object(s):

(Note 2)

(use plain paper if not  
enough space)

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

**Change of the principal place of business of Society/ Branch**

The new 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 3).

.....  
.....

**Change of Office-bearer(s)**

To report the change of office-bearer(s), please go to the table at page 3 of this form. Please make own copies if there are changes of more than one office-bearer (Note 4).

**The closure of a Branch**

Date of Closure:

(Note 5)

.....

**The dissolution of a Society**

Date of Dissolution:

(Note 6)

.....

**Others :**

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

.....  
The new correspondence address of the Society/ Branch (if any)

.....

Name of the Society / Branch: .....

**PERSONAL DATA****To Report Change of Office-bearer (s) (Note 4)**

*New office-bearers are required to submit copies of their HKID cards or other valid identity documents if they are not holders of HKID cards together with the application form.*

	In-coming Office-bearer	Out-going Officer-bearer
Post Title (Please <input checked="" type="checkbox"/> if the incoming Office-bearer is the person-in-charge)	<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)		Not applicable
Sex		Not applicable
Date of Birth (year-month-day)		Not applicable
Nationality		Not applicable
Local Hong Kong Address of the Office-bearer		Not applicable
Local Contact Telephone No.		
Email Address (if any)		
Date of Leaving Post	Not applicable	
^Signature		

^The out-going Office-bearer should sign to confirm his/ her out-going status. If the out-going Office-bearer fails to sign, please provide the reason(s) in the signature field. Please note that the change may not be completed without the confirmation of the out-going Office-bearer.

Declaration by In-coming 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.

Signature .....

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

Name  
(in block letters) .....

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.

Date .....

## Guidance Notes

### Application for CHANGES OF PARTICULARS OF REGISTERED AND EXEMPTED SOCIETIES under Societies Ordinance, Cap. 151

#### Legislative Requirements

##### **Section 10**

- (1) Where a society or its branch which has been registered or exempted from registration changes its name, objects, office-bearers or principal place of business or closes a branch which is registered or exempted from registration, the society shall within one month from such change, inform the Societies Officer in writing of such change.
- (2) Where a society fails to notify the Societies Officer of a change of particulars as required under subsection (1), every office-bearer of the society shall be guilty of an offence and shall be liable on summary conviction to a fine of \$10,000 unless he establishes to the satisfaction of the court that he has exercised due diligence to ensure compliance with this section by the society and that such failure has occurred for reasons beyond his control.

##### **Section 14**

- (1) If a registered society or an exempted society has subsequently dissolved itself, the persons who were the office-bearers of the society before such dissolution shall, not later than the expiration of one month after the dissolution takes effect, notify the Societies Officer of such dissolution in writing signed by one or more of the persons who were the office-bearers of the society immediately before the dissolution.

#### Note 1 – Change of the 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).
- The original Certificate of Registration/ Exemption from Registration must be returned for a new replacement. If this document is lost or missing, please submit a Loss Report from any police station.

#### Note 2 – Change of 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 3 – Change of the 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.

#### Note 3 – Change of the Principal Place of Business of the Society (Con't)

- 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 with clear copy of HKID card or other valid identity document 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.
- The original Certificate of Registration/ Exemption from Registration must be returned for a new replacement. If this document is lost or missing, please submit a Loss Report from any police station.

#### Note 4 – Change of 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.
- New office-bearers are required to submit with clear copies of their HKID cards or other valid identity documents if they are not holders of HKID cards.
- Applications from foreign organizations will only be accepted, if any of its office-bearers or members resides in Hong Kong or is present therein, or if any persons in Hong Kong manages or assists in the management of such society or solicits or collects money or subscription on its behalf.
- Office-bearers are required to provide their respective correspondence addresses in Hong Kong (unless his/ her address has been used as the principal place of business of the society).
- The change of office-bearers must be endorsed by the person-in-charge of the society. If the change involves the person-in-charge, endorsement by another registered office-bearer is required.

#### Note 5 – Closure of a branch of the Society

- The form must be signed by the registered person-in-charge of the branch and a date of the closure must be given.
- The original Certificate of Registration/ Exemption from Registration must be returned as a confirmation of the closure. If this document is lost or missing, please submit a Loss Report from any police station.

#### Note 6 – Dissolution of a Society

- The form must be signed by the registered person-in-charge of the society and a date of the dissolution must be given. In cases of doubt, the Societies Officer may call for confirmation of the dissolution to be signed by one or more of the registered office-bearers immediately before the dissolution.
- The original Certificate of Registration/ Exemption from Registration must be returned as a confirmation of the dissolution. If this document is lost or missing, please submit a Loss Report from any police station.

#### Fees

- No fees are payable on application for informing changes to a registered or an exempted 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 for Changes of Particulars of Registered/ Exempted Societies

註冊社團註冊/ 豁免註冊社團更改資料申請

- 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 of the registration/ change of particulars.  
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

### 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](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 :-

Change of Society Particulars	Documents required
Office-Bearer	● Copies of HKID Cards or other valid identity documents
Name	● The original Certificate of Registration ( <i>Note 1</i> ) ● Consent letter for the name of the society (if applicable)
Object	● Constitution, articles of association or minutes of a meeting to establish the society and show the objects and purposes of the society ● Relevant qualification of the office-bearers (e.g. certificates, if any)
Address	● Document to prove the place of business of the Society ( <i>Note 3</i> ) ● Consent letter with copy of HKID Card or other valid identity document from the lawful occupier of the premises (if applicable) ● The original Certificate of Registration ( <i>Note 3</i> )
Dissolution/ Closure	● The original Certificate of Registration ( <i>Note 5/6</i> )

- 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.

### 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](http://www.police.gov.hk/ppp_en/11_useful_info/licences/index.html)