



HONG KONG POLICE

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

(Note : Please read the "Guidance Notes" at pages 4 and 5 before completing this application form.)

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

Name of the Society (English in Block Letters)

 (Chinese)

Ref. No. of Society

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 | <input type="checkbox"/> Change address of Society |
| <input type="checkbox"/> Change name of a 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"/> Dissolving a Society |

Endorsement of amendments :

Signature :

* Name of Chief Office-Bearer :

Designation :

Contact Tel. No. : Office :

Mobile :

Date :

* If the application is for a change of Chief Office-Bearer, another registered Office-Bearer should endorse here.

☐ **New Name of the Society**
(Note 1)
.....
(English in Block Letters)
.....
.....
(Chinese)

☐ **New Name of the Branch**
(Note 1)
.....
(English in Block Letters)
.....
.....
(Chinese)

☐ **New Object(s) of the Society / Branch**
(Note 2)
(use plain paper if not enough space)
.....
.....
.....
.....
.....
.....
.....

☐ The new address of the **principal place of business** of the society and of every place or premises owned or occupied by the society (and the address of the principal place of business of its branch*) (see Note 3).
.....
.....
.....
.....

☐ 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. (see Note 4).

☐ The **closure of a branch** of the Society (see Note 5).

Name of the Branch

Date of Closure

☐ The **dissolution of a Society** (see Note 6).

Date of Dissolution

PERSONAL DATA

To Report Change of Office-bearer(s) (see Note 4)

In accordance with Section 10 of the Societies Ordinance (Cap. 151), the Society would like to inform the Societies Officer of the following changes to the office-bearers :

	In-coming Office-bearer	Out-going Office-bearer
Title Post held in Society		
Name in English (block letters)		
Name in Chinese (if any)		
Hong Kong Identity Card No. (If no HKID card, please submit a valid identity document)		Not applicable
Sex		Not applicable
Date of Birth		Not applicable
Nationality		Not applicable
HK Address of the Office-bearer		Not applicable
Contact Telephone No.		
Date of Leaving Post	Not applicable	
Signature		

Declaration by In-coming Office-bearer :-

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

(Name in block letters)

(Date)

Guidance Notes

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 of Society

- 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.
- The applicant can submit the name first and if the name is in this category, the Societies Office will address the applicant in due course.
- 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 a constitution / articles of association / minutes of a meeting, if any, to establish the society or any document purporting to show the objects and purposes of a society.

Note 3 – Change of the Principal Place of Business of the Society

- 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 to prove the Society address.
- In cases where the society is using an address belonging to another body such as a company or a residential location not belonging to any of the office-bearers, a letter of permission from the owner of the premises is also required. This document must contain the full name of the owner, dated and signed before submitting.
- 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 purposes.
- The person-in-charge of the society should be submitted as one of the registered office-bearers. The rest may be the vice-chairman, treasurer or secretary or 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 copies of their HKID cards or other valid identity documents if they are not holders of HKID cards together with the application form.
- Office-bearers are required to provide their individual correspondence addresses which are **different** from the society address and telephone numbers for record and contact purposes. Addresses can be either residential or business addresses in Hong Kong.
- The change of office-bearers must be endorsed by one other registered office-bearer who is requested to sign on the List of office-bearers.

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.

SOCIETIES OFFICE

社團事務處

**- PROVISION OF PERSONAL DATA -
提供個人資料**

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/hkp-home/english/plo/index.htm>.
- 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) A letter of permission from the owner of the premises, if applicable;
 - (d) The constitution, if any; and
 - (e) The original Certificate of Registration if the name of the society and / or the address of the society is changed.
- 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 if there is an attachment of the original Certificate of Registration.**

Enquiries

For enquiries, please contact our staff during office hours at 2860 2973 or browse our website at <http://www.police.gov.hk/hkp-home/english/plo/index.htm>

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