



**HONG KONG POLICE**

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

*(Note : Before completing this application form, please read the “Guidance Notes”)*

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

.....  
(Chinese)

**\*Name of the Branch,** .....  
if any *(Note 1)* (English in Block Letters)

.....  
(Chinese)

*\* Please complete a separate application form for a branch.*

**Please select either of the following :-**

Registration of Society; or  Exemption for Registration

**If you apply for “Exemption for Registration”, please indicate which category that your society or branch is SOLELY established for, by indicating below which one of 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)* .....  
*(use plain paper if not enough space)* .....  
.....  
.....  
.....

**The 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 4)*.**

.....  
.....

**Date of establishment of the Society (and its branch\*)** Give an explanation here if the society is established more than one month ago *(see Note 5)*.

.....

# PERSONAL DATA

The particulars of the Office-Bearers of the Society (and the particulars of Office-Bearers of its branch\*)  
(see Note 6)

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) (Note 6)			
Sex			
Date of Birth			
Nationality			
HK Address of the Office-bearer (Note 6)			
Contact Telephone No.			

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Name in block letters)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Name in block letters)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Name in block letters)

\_\_\_\_\_  
(Date)

*\* Delete whichever is inapplicable*

*Note: Additional plain paper may be used if not enough space.*

SO-1 (Feb 2008)

## Guidance Notes

### Application for Registration of a Society / Exemption from 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.

#### Note 1 – 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.
- If the name of the society contains English abbreviation or language other than Chinese or English, please provide translation on the application form.

#### 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 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 4 – 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.

(Revised on Aug 2008)

#### 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;
  - (b) or 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 :-
  - (d) it is organized and is operating wholly outside Hong Kong; and
  - (e) 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
  - (f) no register of members of such society is kept in Hong Kong; and
  - (g) 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.
- 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 with 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 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.

#### 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 procession 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/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; and
  - (d) The constitution, if any.

- 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 refuse 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/hkp-home/english/plo/index.htm>

### **Application for Registration/Exemption from Registration of a Society**

#### **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.

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)

Tel. Enquiry : 2860 2973

查詢電話 : 2860 2973