

Information Notes

Application for an Extension of Time, Assignment of Code and / or Alternative Marking Requirements under the Firearms and Ammunition (Marking of Firearms) Regulation, Cap. 238E (pertaining to obligations of importers to mark firearms under section 26B of the Firearms and Ammunition Ordinance, Cap. 238)

A. Notes for Applicants

- Applicant must be a holder of a Dealer's Licence authorised to or any person having legitimate reason to import firearms into Hong Kong.
- Pursuant to sections 8(1), 9(1) and 10(1) of the Firearms and Ammunition (Marking of Firearms) Regulation, Cap. 238E ("**Regulation**"), which was made under section 52(1B), (2) and (3) of the Firearms and Ammunition Ordinance, Cap. 238 ("**Ordinance**"), applications may generally be made for the following respectively:
 1. an extension of time for compliance with the marking requirements under section 26B(1) of the Ordinance and section 5 of the Regulation ("**Time Extension**");
 2. an assignment of code in respect of any of the matters mentioned in section 4(1)(a), (b) and (c) of the Regulation as specified in the application form (Pol.1182) ("**Assignment of Code**"); and
 3. an alternative marking requirement to substitute any of the requirements prescribed in section 6(1) of the Regulation ("**Alternative Marking Instruction**").
- The application may be approved by the Commissioner if he is satisfied that-
 - Type 1 – Extension of time for compliance with the marking requirements under section 26B(1) of the Ordinance and section 5 of the Regulation ("**Time Extension**")
 - i. the applicant has taken all reasonable steps to make, or cause to be made, a marking on the firearm within the original time limit as prescribed in section 5(a)(i) or 5(b)(i) of the Regulation; and
 - ii. it is reasonable in the circumstances of the case to extend the original time limit.
 - Type 2 – Assignment of code in respect of any of the matters mentioned in section 4(1)(a), (b) and (c) of the Regulation as specified in the application form (Pol. 1182) ("**Assignment of Code**")
 - i. the information regarding a matter mentioned in section 4(1)(a), (b) or (c) is unknown to the applicant; and
 - ii. the applicant has taken all reasonable steps to gather and ascertain the information but to no avail.
 - Type 3 – Alternative marking requirement to substitute any of the requirements prescribed in section 6(1) of the Regulation ("**Alternative Marking Requirement**")
 - i. the applicant has taken all reasonable steps to comply with the requirements prescribed in section 6(1) of the Regulation but to no avail; and
 - ii. it is reasonable in the circumstances of the case to specify the alternative marking requirement.
- Applications must be made **at least 10 days** before the day on which the original time limit expires. Applications made after the application deadline would only be accepted if the Commissioner is satisfied that there are reasonable grounds for the application not being made before the deadline.

B. Application Procedures

- Application and documents required for an application may be submitted in person, by fax or mail or online. For details on the online submission, please refer to "Step 1 – Notes for Applicants" of the online application form via <https://www.licensing.police.gov.hk/licensing>.
- In addition to online submission, applicants may also submit their applications in person, by fax or by mail. All application form (paper form) shall be completed in Chinese or English (block letters) with a black or blue pen. The application form can be downloaded from the Hong Kong Police website at "Information" > "Licences and Permits" > "Arms Licensing" at https://www.police.gov.hk/ppp_en/11_useful_info/licences/arms.html.
- Documents required for application include:
 - Type 1 – Extension of time for compliance with the marking requirements under section 26B(1) of the Ordinance and section 5 of the Regulation ("**Time Extension**")
 - i. a copy of the Dealer's Licence (if applicable);
 - ii. a copy of the applicant's Hong Kong Identity Card;
 - iii. a copy of import licence issued by the Trade and Industry Department for the firearms under application;
 - iv. a copy of the application for a licence for possession under section 30 of the Ordinance;
 - v. documents showing the date on which the firearm(s) would be disposed of (if applicable);
 - vi. Notice of Marking of Firearms (Pol. 1183) submitted to the Police Licensing Office (if applicable);

- vii. photos of the firearms under application;
- viii. documentary proof to the satisfaction of the Commissioner that all reasonable steps to make, or cause to be made, a marking on the firearms within the original time limit as prescribed in section 5(a)(i) or 5(b)(i) of the Regulation have been taken; and
- ix. any supplementary documents required by the Police Licensing Office.

➤ Type 2 – Assignment of code in respect of any of the matters mentioned in section 4(1)(a), (b) and (c) of the Regulation as specified in the application form (Pol. 1182) (“Assignment of Code”)

- i. a copy of the Dealer’s Licence (if applicable);
- ii. a copy of the applicant’s Hong Kong Identity Card;
- iii. a copy of import licence issued by the Trade and Industry Department for the firearms under application;
- iv. a copy of the application for a licence for possession under section 30 of the Ordinance;
- v. document showing the source of the firearms;
- vi. photos of the firearms under application;
- vii. documentary proof to the satisfaction of the Commissioner that the information regarding the subject matter mentioned in section 4(1)(a), (b) and (c) of the Regulation is unknown to the applicant; and
- viii. any supplementary documents required by the Police Licensing Office.

➤ Type 3 – Alternative marking requirement to substitute any of the requirements prescribed in section 6(1) of the Regulation (“Alternative Marking Requirement”)

- i. a copy of the Dealer’s Licence;
- ii. a copy of the applicant’s Hong Kong Identity Card;
- iii. a copy of import licence issued by the Trade and Industry Department for the firearms under application;
- iv. a copy of the application for a licence for possession under section 30 of the Ordinance;
- v. photos of the firearms under application;
- vi. documentary proof to the satisfaction of the Commissioner that all reasonable steps to comply with the original requirement prescribed in section 6(1) of the Regulation but to no avail; and
- vii. any supplementary documents required by the Police Licensing Office.

- For online applications, a confirmation e-mail from the Police Licensing Office will be sent to the applicant upon approval of the application.
- For applications submitted in hard copy, successful applicants will be contacted on phone for collection of the approval documents.
- Applicants may also make an appointment with the Police Licensing Office for collection of the approval documents.

C. Relevant Legislation

- Applicants are advised to read Parts III and IIIA of the Ordinance and the Regulation, which have come into operation on 25 July 2025. Firearms manufactured within or imported into Hong Kong on or after the above effective date have to be properly marked in accordance with the Ordinance and the marking requirements specified under Regulation.
- The Ordinance and the aforesaid subsidiary legislation are available at the Government Publications Centre and Hong Kong e-Legislation at <https://www.elegislation.gov.hk>.

D. Terms and Conditions

- Under section 10(4) of the Regulation, in specifying an alternative marking requirement, the Commissioner may impose terms or conditions that the Commissioner considers appropriate. Non-compliance of such terms and conditions will be regarded as contravening section 26B(1) of the Ordinance and is liable on conviction to imprisonment for 2 years under section 26B(4) of the Ordinance.

E. Provision of Personal Data

Purpose of collection

- The personal data provided by an applicant may be used by the Hong Kong Police Force to facilitate the processing of the application and / or for record purposes. Such personal data may also be used in the enforcement of related licence conditions in connection with arms and ammunition licences and / or exemption and / or authorisation and / or approval granted under the Ordinance as well as for the purpose of detection or prevention of crimes.
- The provision of personal data to the Police Licensing Office is voluntary. Applicants should note that an application may not be processed if insufficient information is provided in support of the application.

Classes of transferees

- The personal data provided in an application may be disclosed to other government bureaux, departments and other organisations for the purposes mentioned above.

Access to personal data

- An applicant may make a request for access to and / or correction to his personal data pursuant to sections 18 and 22 respectively and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance, Cap. 486. Subject to section 20 of Cap. 486, a copy of the applicant's personal data held by the Police Licensing Office may be supplied to the applicant subject to the payment of a fee.

Enquiries

- Enquiries concerning the personal data collected by the Police Licensing Office, including the making of request for access and corrections, should be addressed to Executive Officer (Licensing), Police Licensing Office, 12-13/F., Arsenal House, Police Headquarters, 1 Arsenal Street, Wanchai, Hong Kong (Telephone no.: 2860 6527 / Fax no.: 2200 4322).

F. Warning

- Under section 12 of the Regulation, a person commits an offence if he makes a statement in connection with an application for “**Time Extension**”, “**Assignment of Code**” or “**Alternative Marking Requirement**” under section 8, 9 or 10 of the Regulation which is false or misleading in a material particular, and that he knows that, or is reckless as to whether, the statement is false or misleading in that material particular and is liable on conviction to imprisonment for 2 years.
- Under section 4(1) of the Prevention of Bribery Ordinance, Cap. 201, any person who solicits, offers or accepts any advantage including money and gifts in connection with the processing of any application commits an offence and is liable to a fine of \$500,000 and to imprisonment for 7 years.

G. Enquiries

- The address and office hours of the Police Licensing Office are listed below:

Police Licensing Office	Office hours	: Mondays – Fridays	9 a.m. to 1 p.m.
12/F., Arsenal House			2 p.m. to 5:45 p.m.
Police Headquarters			
1 Arsenal Street, Wanchai, Hong Kong	Saturdays/Sundays/Public Holidays	Closed	
- If you have any enquiries or need more information about the application procedure, please contact the Arms Licensing Section of Police Licensing Office by telephone or by fax or by email.

Telephone no.	:	2860 6538
Fax no.	:	2200 4323
Email	:	arms-licensing@police.gov.hk

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