



Current Licence No.

**HONG KONG POLICE FORCE**  
**Firearms and Ammunition Ordinance (Chapter 238)**  
**Application for Renewal of Licence for Possession**  
**(For corporation that providing armed security guarding services)**

**Before completing this form, please read the ‘Information Notes’**

**Part I : Personal Particulars**

Name in full : \_\_\_\_\_  
(English) (Chinese)

Type of Identity Document and No./HKID Card No. : \_\_\_\_\_

Chinese Commercial Code : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Nationality : \_\_\_\_\_

Date of Birth : \_\_\_\_\_  Male  Female

Place of Birth : \_\_\_\_\_ Occupation : \_\_\_\_\_

Residential Address : \_\_\_\_\_

Office Address : \_\_\_\_\_

Tel. No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_  
(Office) (Home) (Mobile)

**Records of illness and criminal conviction**

Have you ever or in the past 12 months attempted to commit suicide, or suffered from any illness, including mental disorder, which may affect your capability in controlling the arms?

- No                       Yes (*please provide details*)

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Have you in the past 12 months been convicted of a criminal offence in Hong Kong or elsewhere?

- No                       Yes (*please give full details at below, use plain paper if insufficient space*)

Date of conviction	Offence	Sentence	Venue of trial (including country)

**Part II : Additional Information**

**If there is any change in personal particulars about yourself, details of which are not covered above, please provide details below**

**Part III : Authorization and Declaration of the Applicant**

I DECLARE that the information and particulars submitted by me in support of this application are, to the best of my knowledge and belief, true, correct and complete. I understand that section 47 of the Firearms and Ammunition Ordinance, (Cap. 238) states that any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false, in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption commits an offence and is liable to imprisonment for 2 years.

I hereby authorize the Commissioner of Police, or his representative, to release full particulars of any and all criminal convictions recorded against me to Police Licensing Office, and to obtain information and/or to inquire into any and all my personal data (including my medical reports, etc) from any third party for the purpose of investigation into and/or enforcing any matters relating to my application/licence/exemption.

I also agree that the personal data provided by means of this form will be used by the Commissioner of Police for processing applications/updating record/ conducting all kinds of present and subsequent investigations/enforcing licensing conditions in connection with licences/exemption under the Firearms and Ammunition Ordinance (Cap. 238).

Date \_\_\_\_\_ Licensee's Signature : \_\_\_\_\_

**Information Notes**  
**Application for Renewal of Licence for Possession**  
**(for corporation that providing armed security guarding services)**

**Notes for applicant**

- Your application for renewal of Licence for Possession may normally be approved only if there is a continual legitimate need for you to possess the existing arms for the purpose of providing armed security guarding services.
- You should produce your Licence for Possession and provide the following documents when applying for the renewal:
  - a current approved agent list;
  - a copy of Security Company Licence; and
  - a copy of Business Registration Certificate.

**Completion of form**

- This form shall be completed in Chinese or English (block letters).
- Application forms can be downloaded from Police Website <http://www.police.gov.hk>.
- You are advised to read the Firearms and Ammunition Ordinance (Cap. 238) in particular Part II and IV thereof. Copy of the Ordinance is available from the Government Publications Centre and on the Internet <http://www.legislation.gov.hk>.

**Application and enquiries**

- For renewal of the licence, you shall make an appointment with the Police Licensing Office to submit application and to attend an interview by the responsible police officer(s). Such appointment could be made between three months and not later than one month prior to the expiry of the licence. Any appointment scheduled less than one month prior to the expiry of the licence period is not advisable and may lead to the processing of the application not being completed before the licence expires. You are required to submit *in person* the completed application form to the Police Licensing Office on the scheduled date.

Arms Licensing Section	Telephone no.	: 2860 6538	
Police Licensing Office	Fax no.	: 2200 4323	
12/F., Arsenal House	Office hours	: Mondays – Fridays	9 a.m. to 1 p.m.
Police Headquarters			2 p.m. to 5:45 p.m.
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 : [arms-licensing@police.gov.hk](mailto:arms-licensing@police.gov.hk).
- We pledge to complete processing an application within 24 working days after receiving **ALL** the required documents and information. Our pledge depend much on the quality of information provided in your application and if insufficient information is supplied, this will affect the time required to process your application.

**Terms and conditions of licence**

- Licence granted is subject to terms and conditions.
- Licensee who fails to comply with any term or condition of the licence commits an offence under Section 23 of the Firearms and Ammunition Ordinance, Cap. 238.

**Criminal records**

- You should include full details of all convictions in your application. No conviction will be regarded as ‘spent’. The provisions under section 2 of the Rehabilitation of Offenders Ordinance, Cap. 297 do not by reason of section 4 of that Ordinance apply to proceedings related to a person’s suitability to be granted or to continue to hold a licence.

**Fees**

- Renewal of a Licence for Possession – Please refer to the “Licence Fees” at Police Website <http://www.police.gov.hk>.

## Shroff office

Shroff Office  
11/F., Arsenal House  
Police Headquarters  
1 Arsenal Street  
Wanchai, Hong Kong

Office hours : Mondays – Fridays

9 a.m. to 1 p.m.  
2 p.m. to 5 p.m.

Saturdays/Sundays/Public Holidays

Closed

Payment Method:

- Cash;
- Cheques, Drafts and Cashiers Orders should be made payable to **“The Government of the Hong Kong Special Administrative Region”** or **“The Government of the HKSAR”** and crossed;
- Octopus (add value service will not be provided);
- EPS.

## Provision of Personal Data

### Purpose of collection

- 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 as well as the enforcement of related licence conditions in connection with arms licences and/or exemption and/or authorization and/or approval under the Firearms and Ammunition Ordinance, Cap. 238.
- 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.
- Any material falsification or omission of information may result in the Commissioner’s refusal to give approval.

### Classes of transferees

- The personal data you provide by means of this form may be disclosed to other government departments and public or private organizations for the purposes mentioned above.

### Access to personal data

- 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, Cap. 486. Your right of access includes the right to obtain a copy of your personal data provided by this form.

### Enquiries

- Enquiries concerning the personal data collected by means of this form, including the making of 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 2973 / Fax no.: 2200 4322).

## Warning

- Under Section 47 of the Firearms and Ammunition Ordinance, Cap. 238, any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false, in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption commits an offence and is liable to imprisonment for 2 years.
- 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 application.