



Current Licence No.
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**HONG KONG POLICE FORCE**  
**Firearms and Ammunition Ordinance (Chapter 238)**  
**Application for Amendment / Cancellation of Licence**

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

This application is for - (Please “✓” as appropriate)		<input type="checkbox"/> Cancellation of Licence
<input type="checkbox"/> Replacement of arms	<input type="checkbox"/> Disposal of arms	<input type="checkbox"/> Amendment to Licence

**Part I : Personal Particulars**

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

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

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

\_\_\_\_\_

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

**Part II : (To be completed for application for replacement or disposal of arms only)**

**Part IIA : Details of the Existing Arms and Disposal Arrangement**

Type of existing arms (please “✓” as appropriate)

Firearm       Air gun       Crossbow       Spear gun

Arms Type			
Brand Name			
Model			
Calibre			
Serial No.			
Length of Barrel (for <b>FIREARM</b> only)/ Body Length (for <b>SPEAR GUN</b> only)*			
No. of rounds of ammunition (for <b>FIREARM</b> only)			
Arms will be handed over / transferred to/ exported	<input type="checkbox"/> HK Police ^ <input type="checkbox"/> club / dealer # <input type="checkbox"/> individual <input type="checkbox"/> overseas <input type="checkbox"/> others _____ _____	<input type="checkbox"/> HK Police ^ <input type="checkbox"/> club / dealer # <input type="checkbox"/> individual <input type="checkbox"/> overseas <input type="checkbox"/> others _____ _____	<input type="checkbox"/> HK Police ^ <input type="checkbox"/> club / dealer # <input type="checkbox"/> individual <input type="checkbox"/> overseas <input type="checkbox"/> others _____ _____

\* Delete where inappropriate  
 Pol. 1057 ( Rev. 2008 )

# State the full name and licence number (if any) of the club/dealer /individual. For transfer of arms to a **CLUB/DEALER/INDIVIDUAL**, please provide an acceptance letter from the club/dealer/individual. (The transfer of arms will only be effective when the recipient’s application to possess the arms is approved and the said arms is endorsed in the recipient’s licence.

^ To surrender the arms to the Commissioner of Police for disposal, please sign the authorisation form which is available from the Police Licensing Office.

Full name and licence number (if any) of the club/dealer /individual :

<u>Name</u>	<u>Licence Number</u>

**Part IIB : Details of the Replacement Arms under Application**

Please provide two colour 3R photographs or two copies of the catalogue together with the purchase order or agreement if available for **EACH** of the below subject arms under application

Arms Type			
Brand Name			
Model			
Calibre			
Serial No.			
Length of Barrel (for <b><u>FIREARM</u></b> only)/ Body Length (for <b><u>SPEAR GUN</u></b> only)*			
Source where the subject arms is to be obtained  * Delete where inappropriate	(a) Name of the dealer/ person*:  (b) Dealer’s Licence/ Arms Licence No.*:	(a) Name of the dealer/ person*:  (b) Dealer’s Licence/ Arms Licence No.*:	(a) Name of the dealer/ person*:  (b) Dealer’s Licence/ Arms Licence No.*:
No. of rounds of ammunition (for <b><u>FIREARM</u></b> only)			

**Please provide a copy of the agreement from an approved armoury for the provision of storage services**

Name and address of the storage armoury

**If storage of the arms will NOT be in an approved armoury, please provide reasons and details below. Firearms and air guns MUST be stored in an approved armoury unless there is compelling justification**

Address of the proposed storage location : \_\_\_\_\_

Reason for NOT storing the arms in an approved armoury

**Part III : (To be completed for amendment to the Licence for Possession only)**

**If there is any change in personal particulars about yourself and the licensed arms (e.g. change of name, address, storage location of arms), details of which are not covered above, please provide details below**

*Please “✓” as appropriate –*

**Change of address (effective date : \_\_\_\_\_ )**

New address \_\_\_\_\_  
\_\_\_\_\_

*Change of storage location of arms (please provide an acceptance letter from the approved armoury)*

Arms Type	Brand Name/ Model	Serial No.	Existing storage location	New storage location

<input type="checkbox"/> <b>Change of shooting club/ranges</b>  <input type="checkbox"/> To delete _____ <input type="checkbox"/> To add _____ <p><i>(please provide a copy of valid shooting club membership card and a letter from the Club/ Management of range to confirm your licensed arms are allowed and suitable to be used at shooting range controlled by the Club.)</i></p> <input type="checkbox"/> <b>Change of personal particulars</b>  Please specify _____ _____  <input type="checkbox"/> <b>Others (please specify)</b>  _____ _____
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**Part IV : 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 \_\_\_\_\_

Applicant's Signature : \_\_\_\_\_

## Information Notes

### Application for Amendment / Cancellation of Licence

#### Notes for applicant

- Applicant is required to produce a copy of the Licence for Possession and relevant documents as stated in this form including evidence on current membership status of the shooting / subaqua / crossbow /sports club.
- For replacement of arms, applicant should produce a “Recommendation” form duly completed by the responsible officer of the shooting / subaqua / crossbow / sports club.
- For change of address, applicant should produce the original or a copy of proof of his/her current address (residential and correspondence ones) which is issued not more than 3 months from now (e.g. water/electricity/gas bill or bank correspondence).

#### Completion of form

- This form shall be completed in Chinese or English (block letters).
- Copy of “Recommendation” form and application forms can be downloaded from Police Website <http://www.police.gov.hk>.
- Applicants are advised to read the Firearms and Ammunition Ordinance (Cap. 238) in particular Part 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

- You may submit *by fax*, *by mail* or *in person* the completed application form together with the duly signed supporting documents to-

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 of an application within 24 working days upon receipt of **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.

#### Amendment/Replacement of licence

- Upon approval of the application, the applicant is required to pay the prescribed fee within 3 months. Otherwise a fresh application will be required.

#### 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.

#### Fees

- Amendment/Replacement of Licence - Please refer to the “Licence Fees” at Police Website <http://www.police.gov.hk>.

#### Shroff office

Shroff Office	Office hours	: Mondays – Fridays	9 a.m. to 1 p.m.
11/F., Arsenal House			2 p.m. to 5 p.m.
Police Headquarters			
1 Arsenal Street		Saturdays/Sundays/Public Holidays	Closed
Wanchai, Hong Kong			

#### 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.