

Information Notes

Application for Amendment / Cancellation of Licence

A. Notes for Applicants

- You may opt for submitting your application and documents required for application in person by fax, mail or online. If you opt for online submission, please refer to “Step 1 – Notes for Applicants” of the online application form via <https://www.licensing.police.gov.hk/licensing> for application requirements.
- Documents required for application include:
 - Type 1 – Replacement of Arms
 - i. a copy of your Hong Kong Identity Card; and
 - ii. a “Recommendation” form duly completed by the responsible officer of the shooting / subaqua / crossbow / sports club.
 - Type 2 – Amendment/Addition of Club Membership
 - i. a copy of your Hong Kong Identity Card; and
 - ii. evidence on current membership status of the club.
 - Type 3 – Change of Address
 - i. a copy of your Hong Kong Identity Card;
 - ii. proof of current address (residential and correspondence ones) issued not more than 3 months from now (e.g. water/electricity/gas bill or bank correspondence); and
 - iii. sketch(s) and photo(s) of storage and respective security facilities (for licensees applying to change the storage location of their spear guns only).
 - Type 4 – Cancellation of Licence
 - i. a copy of your Hong Kong Identity Card.
 - Type 5 – Surrender of Arms to Police
 - i. a copy of your Hong Kong Identity Card.
 - Type 6 – Transferal of Arms to licensed shooting club/arms dealer/individual

(Arms under application can only be transferred to the recipient when the recipient’s application to possess the arms concerned is approved and the same arms are endorsed in the recipient’s arms licence)

 - i. a copy of your Hong Kong Identity Card; and
 - ii. acceptance letter from the recipient.
 - Type 7 – Replacement of Licence

(Please specify “**Replacement of Licence**” direct in **Others in Part III: To be completed for amendment to the Licence for Possession only.**)

 - i. a copy of your Hong Kong Identity Card.
 - Type 8 – Other

(Please contact our Office at 2860 6538 for detail before compiling your application)

 - i. a copy of your Hong Kong identity document; and
 - ii. any additional supporting document required by the Police Licensing Office.
- If you opt for submitting your application online, upon approval of the application, you will receive a confirmation e-mail from the Police Licensing Office. For applicants applying for amendment/replacement of licence, you are required to pay the prescribed fee within three months since the date of the confirmation e-mail. Otherwise, a fresh application will be necessary.
- You can pay online by following the instruction on the confirmation e-mail and call 2860 6536 to contact the Police Licensing Office afterwards for amendment/replacement of your licence. You can also make an appointment with the Police Licensing Office for making payment in person and amending/replacing licence on the same day.

B. Completion of Form

- In addition to online submission of application, applicants can submit their application form in person. 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 “Downloadable Forms” section of Hong Kong Police website at https://www.police.gov.hk/ppp_en/11_useful_info/licences/arms.html.
- You are advised to read the Firearms and Ammunition Ordinance, Cap. 238, in particular Parts II and IV thereof. Please note that Firearms and Ammunition (Declaration of Arms) (Amendment) Regulation 2021 has taken effect on 1 November 2021. Firearm component parts specified in the Schedule to the Firearms and Ammunition (Declaration of Arms) Regulations (Cap. 238D), i.e. barrel, chamber, cylinder, frame, body, received, breech block, bolt or other mechanism for containing the

pressure of discharge at the rear of a chamber, are within the definition of “arms” under the Firearms and Ammunition Ordinance (Cap. 238). Copy of the Ordinance is available at the Government Publications Centre and Hong Kong e-Legislation at <https://www.elegislation.gov.hk>.

C. Application and Enquiries

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

Arms Licensing Section Police Licensing Office 12/F., Arsenal House Police Headquarters 1 Arsenal Street Wanchai, Hong Kong	Office hours : Mondays – Fridays	Saturdays/Sundays/Public Holidays	9 a.m. to 1 p.m. 2 p.m. to 5:45 p.m. Closed
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- 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
- We pledge to complete processing of an application within 24 working days upon receipt of ALL the required documents and information. Our pledge depends 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.

D. 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.

E. Fees

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

F. Shroff Office

Shroff Office 11/F., Arsenal House Police Headquarters 1 Arsenal Street Wanchai, Hong Kong	Office hours : Mondays – Fridays	Saturdays/Sundays/Public Holidays	9 a.m. to 1 p.m. 2 p.m. to 5 p.m. Closed
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- Payment method:
 - Cash;
 - Cheques, drafts or cashier’s 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); or
 - EPS.

G. Provision of Personal Data

Purpose of collection

- The personal data provided by means of the application form will be used by the Hong Kong Police Force to facilitate the 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 and ammunition licences and/or exemption and/or authorisation and/or approval under the Firearms and Ammunition Ordinance, Cap. 238.
- The provision of personal data by means of the application form is voluntary. If you do not provide sufficient information, we may not be able to process your applications/update your record.

Classes of transferees

- The personal data you provide may be disclosed to other government bureaux, departments and other organisations for the purposes mentioned above.

Access to personal data

- You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance, Cap. 486. Your right of access includes the right to obtain a copy of your personal data provided on the application form subject to payment of a fee.

Enquiries

- Enquiries concerning the personal data collected by means of the application form, including 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 6527 / Fax no.: 2200 4322).

H. 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, 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.

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