

Information Notes

Application for Amendment / Cancellation of Licence

A. 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).

B. Completion of form

- The application form shall be completed in Chinese or English (block letters) with a black or blue pen.
- Application forms can be downloaded from the “Downloadable Forms” section of the Police’s website at <http://www.police.gov.hk>.
- You are advised to read the Firearms and Ammunition Ordinance, Cap. 238, in particular Part IV thereof. 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

- 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.
 - 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. 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.

E. 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.

F. Fees

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

G. 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 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.

H. 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).

I. 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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