

Information Notes

Application for an Exemption

Notes for applicant

- When considering an application for an exemption, the Commissioner of Police (“the Commissioner”) shall, in addition to any other matter that he may reasonably take into consideration, have regard to-
 - a. whether the applicant is a fit and proper person to be granted an exemption, such as:
 - i. whether he has any criminal record;
 - ii. whether he has any medical history which may affect his ability of handling the arms and ammunition under application; and
 - iii. whether his physical and mental conditions are considered suitable.
 - b. whether there is good reason for that applicant to be exempted; and
 - c. whether it is objectionable, for reasons of public safety and security, to exempt the applicant.

Documents to be submitted by applicant

- You are required to submit, together with this application, the following documents as appropriate:

Modified Firearm for TV/Film Shooting

- a copy of the identity document(s);
- a copy of Business Registration Certificate;
- a written confirmation from the arms dealer providing the modified firearms and blank ammunition;
- a list of modified firearms; and
- any other documents as may be required.

Starting Pistol for Sport

- a copy of the identity document(s);
- a copy of Business Registration Certificate, Certificate of Incorporation or Certificate of Registration of a School, as appropriate;
- proof of qualification to use the starting pistol and ammunition;
- a written confirmation from the source providing the starting pistol and ammunition, with the quantity of starting pistol and ammunition to be used;
- a written confirmation from the owner of the venue where the starting pistol and ammunition will be used; and
- any other documents as may be required.

Deactivated Firearm for Personal Collection

- a copy of the identity document;
- an invoice from the arms dealer providing the deactivated firearm;
- a copy of document issued by the Commissioner of Police to prove that the deactivated firearm has been examined by the Police Forensic Firearms Examination Division and certified to be suitable for personal collection; and
- any other documents as may be required.

Sport and Competition / Others

- a copy of the identity document(s);
- proof of qualification to use the arms and ammunition;
- proof of source and quantity of the arms and ammunition;
- a written confirmation from the owner of the venue where the arms and ammunition will be used; and
- any other documents as may be required.

- You must sign on each copy of the supporting documents to confirm authenticity.

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 Section 4 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 are required to submit *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.
- We pledge to complete processing of an application within 9 working days for Film Shooting or Sport and 24 working days for other cases upon receipt of **ALL** the required documents and information. Our pledge depends 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.

Issue of an exemption

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

Terms and conditions of an exemption

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

Fees

- Exemption
 - Replacement of Exemption
- } 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.