

## Information Notes

### Application for Licence for Possession/Addition of Arms (corporation that providing armed security guarding services)

#### Notes for applicant

- When considering an application for a licence for possession made by an applicant on behalf of a security company, 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 a licence, 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 hold a licence; and
  - c. whether it is objectionable, for reasons of public safety and security, to grant the licence to that applicant;
- The following matters will also be considered-
  - Whether the security company holds a valid Security Company Licence issued under the Security and Guarding Services Ordinance (Cap. 460);
  - Whether the applicant is a “Responsible Officer” of the security company as defined in Section 2 of the Firearms and Ammunition Ordinance, Cap. 238;
  - Whether the security arrangements for the storage of the arms and ammunition are up to the required standard;
  - If the security company does not have its own range, whether its security guards are accessible to any approved shooting range for shooting practice;
  - If the security company has a prescribed course of instruction in the use and handling of arms or ammunition for the training of its security guards;
  - If there is legitimate need for the applicant to possess the quantity and type of arms and ammunition under application;
  - The previous experience of the applicant relating to the handling of arms and ammunition and operating a security company for armed guarding purposes; and
  - When applying for additional arms, the applicant should provide full justification and information for the proposed addition and detailed records of the use of the existing arms.

#### Documents to be submitted by applicant

- You are required to submit, together with this application, the following documents:
  - a copy of the Business Registration Certificate, Certificate of Incorporation, Memorandum and Article of Association, Annual Return as appropriate;
  - company background;
  - business activities/plan;
  - a copy of the Security Company Licence;
  - a letter signed by the Company Secretary or equivalent confirming your appointment to be the licensee on behalf of the security company;
  - if you intend to build your own armoury and/or shooting range on the subject premises, please provide a sketch/floor plan;
  - if you don’t have your own shooting range and you have to use other local shooting ranges for your security guards to conduct shooting practice, please provide an agreement between the security company and the owner of the shooting range;
  - a prescribed course of instruction of arms and ammunition for your security guards;
  - two recent full face photographs (4cm x 5cm); and
  - a copy of your Hong Kong Identity Card.
- You must sign on each copy of the supporting documents to confirm authenticity.

## Completion of form

- This application 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

- 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](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.

## Issue/Amendment of licence

- 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 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

- Licence for Possession
  - Amendment 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.