

Information Notes
Application for A Limited Licence for Possession

A. Notes for Applicants

- A Limited Licence for Possession is required if you transport arms and ammunition to and from a place that is not covered in your Licence for Possession/Dealer's Licence (e.g. to transport arms and ammunition to and from the custom control point for import and export purposes).
- For import and export of arms and ammunition, please provide a copy of Import/Export Licence issued by the Trade and Industry Department upon application.

B. Application Procedures

- 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.
- 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. 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 collection of your licence. You can also make an appointment with the Police Licensing Office for making payment in person and collecting licence on the same day.

C. 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, receiver, 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>.

D. Application and Enquiries

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

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 9 working days (by post) and 2 working days (in person) 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.

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 Hong Kong 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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