

Information Notes
Application for Renewal of Licence for Possession
(for corporation that providing armed security guarding services)

A. Notes for Applicants

- When considering an application for renewal of a licence, the Commissioner of Police (“the Commissioner”) shall, in addition to any other matter that he may reasonably take into consideration, have regard to-
 1. whether the applicant continue to be a fit and proper person to be granted a licence, such as
 - whether the applicant has any criminal record;
 - whether the applicant has any medical history which may affect his / her ability to possess and handle the arms and ammunition under application; and
 - whether the applicant’s physical and mental conditions are considered suitable.
 2. whether the applicant continue to have a good reason to hold a licence^{Note}; and
 3. whether it is objectionable, for reasons of public safety and security, continue to grant the licence to that applicant.

Note - application for renewal of Licence for Possession may only be approved if the applicant continue to have a legitimate need to possess the arms specified in his/her licence for providing armed security guarding services.

B. Application Procedures

- You are required to submit your Application for Renewal of Licence for Possession to the Police Licensing Office between three months and not later than one month prior to the expiry of your licence. You may opt for submitting your application and documents required for application in person 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:
 1. a current approved agent list; and
 2. a copy of Security Company Licence.
- If you opt for submitting your application online, please call 2860 6538 as soon as practicable after your online submission for an interview arrangement with the Police Licensing Office. You will need to produce your Hong Kong Identity Card and Licence for Possession to the interviewing officer during the interview.
- 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 renewing your licence. You can also make an appointment with the Police Licensing Office for making payment in person and renewing the 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	Office hours	: Mondays – Fridays	9 a.m. to 1 p.m.
Police Licensing Office			2 p.m. to 5:45 p.m.
12/F., Arsenal House		Saturdays/Sundays/Public Holidays	Closed
Police Headquarters			
1 Arsenal Street			
Wanchai, Hong Kong			
- 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 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.

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 and is liable on conviction upon indictment to imprisonment for 10 years under section 23 of the Firearms and Ammunition Ordinance, Cap. 238.

F. 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 relating to a person’s suitability to be granted or to continue to hold a licence.

G. Fees

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

H. 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.

I. 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).

J. 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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