

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

**A. Notes for applicant**

- 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<sup>Note</sup>; 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. Documents to be submitted by applicants**

- Applicants are required to make appointment with the Police Licensing Officer for submission of renewal application between three months and not later than one month prior to the expiry of their licences. The application must be submitted in person and applicants will need to produce their Licence for Possession and the following documents for their applications:
  - a current approved agent list;
  - a copy of Security Company Licence; and
  - a copy of Business Registration Certificate.

**C. 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 Parts II and IV thereof. 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**

- Applicants are required to submit **in person** the completed application form together with the duly signed supporting documents to –

Arms Licensing Section Police Licensing Office 12/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 5:45 p.m. Closed
		: Saturdays/Sundays/Public Holidays	
- 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](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.

**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**

- Renewal of a Licence for Possession – Please refer to the “Licence Fees” at 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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