

Notes for Applicants
Application for Society Registration/ Exemption from Society Registration
(Section 5, Societies Ordinance, Cap. 151)

Legislative Requirements

Section 5 - Application for registration or exemption from registration

- (1) A local society shall apply in the specified form to the Societies Officer for registration or exemption from registration within 1 month of its establishment or deemed establishment under section 2(2B) or 4. The application must be signed by 3 office-bearers and include details of -
- (a) the name of the society;
 - (b) the objects of the society;
 - (c) the particulars of the office-bearers of the society; and
 - (d) the address of the principal place of business of the society and of every place or premises owned or occupied by the society.
- (2) A local society shall apply in the specified form to the Societies Officer for registration or exemption from registration of a branch of the society within 1 month of the branch's establishment or deemed establishment under section 2(2B) or 4. The application must be signed by 3 office-bearers of the society and include details of -
- (a) the name of the society;
 - (b) the objects of the society;
 - (c) the particulars of the office-bearers of the society; and
 - (d) the address of the principal place of business of the society and of every place or premises owned or occupied by the society

(Please also see the Schedule of Societies Ordinance (Cap. 151) for the persons which the ordinance does not apply to.)

Note 1 – Name of the Society/ Branch

- Name can be submitted solely in English or Chinese or both.
- No local society shall use a name which is identical with that of a currently listed society or use a name so closely resembling that name.
- Name should not be likely to mislead the public as to the true character or purpose of the society.
- If Societies Office has any opinion on the name of the Society, the applicant will be contacted for follow up.
- If the Society's name contains English abbreviation or language other than Chinese or English, please provide translation on the application form.
- If the Society's name is related to any name of other association(s) or person(s), please provide the consent letter of the association(s) or person(s).
- If applying for a branch, consent from the person-in-charge of the main society of such branch must be submitted.

Note 2 – Objects of the Society

- Objects should be given in as much detail as possible. Further details can be given by indicating the activities which the Society has held or planning to hold.
- You are required to submit the constitution, articles of association or minutes of a meeting, to establish and show the objects and purposes of the Society.
- You are required to provide relevant qualification(s) of the office-bearers to support the objects and the Society name.

Note 3 – Society's Principal Place of Business / Correspondence Address

- The Principal Place of Business must be an address in Hong Kong. It will be shown on the Certificate of Registration of a Society or Certificate of Exemption from Registration of a Society and open for public inspection.
- Copy of a utility bill (Water Supply, Electricity or Town Gas) or bank statement or letter from any HKSAR Government department (other than Hong Kong Police) within the last 3 months to prove the Society's principal place of business / correspondence address.
- If the society is using a premises occupied by any person other than the office-bearers, a consent letter from the lawful occupier of the premises is required. The consent letter shall be signed and dated with the full name of such occupier and his/her HKID card or other valid identity document copy; if the premises is occupied by a company, the consent letter shall be signed by the person managing such company and bore the full name and post of such signatory and the company chop.
- Post office box is not acceptable as a place of business of a society. However, it is acceptable to be considered as a correspondence address for the society.

Note 4 – Date of Establishment of the Society

- A society is deemed to be established in Hong Kong if:
 - (a) any of its office-bearers or members resides in Hong Kong or is present therein; or
 - (b) if any persons in Hong Kong manages or assists in the management of such society or solicits or collects money or subscription in its behalf.

Provided that no society shall be deemed to be so established, if and so long as -

- (a) it is organized and is operating wholly outside Hong Kong; and
- (b) no office, place of business or place of meeting is maintained or used in Hong Kong by such society or by any person in its behalf; and
- (c) no register of members of such society is kept in Hong Kong; and
- (d) no subscriptions are collected or solicited in Hong Kong by the society or by any person in its behalf.

Note 5 – Office-Bearers of the Society

- Application requires the particulars and signature of 3 office-bearers. If there are more than 3 office-bearers, please photocopy page 2 and 3 of this application form for completion of Part B and C.
- One of the office-bearers (e.g. chairperson) must be the person-in-charge of the society. The rest may be the vice-chairman, treasurer, or secretary.
- The particulars of office-bearers must be completed in full, signed and to be returned to the Societies Office with clear copies of their HKID cards or other valid identity documents.
- Office-bearers are required to provide their respective correspondence addresses in Hong Kong (unless his/ her address has been used as the principal place of business of the society).

Fees

No fees are payable on application for registration or exemption from registration of a society.

Warning Against Bribery

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 Societies application.

Application

- Application forms can be obtained in person from the Societies Office or visit the Police Licensing Office website at Hong Kong Police Homepage at : https://www.police.gov.hk/ppp_en/11_useful_info/licences/index.html
- The Societies Office may return the original application form to the applicant in case of insufficient information or documents. The Societies Office may approach you for more details if necessary. To speed up the processing of the application, you are reminded to attach the following documents with the application form.
 - (a) Consent letter for the name of the society (if applicable);
 - (b) Copies of HKID Cards or other valid identity documents of all office-bearers;
 - (c) Constitution, articles of association or minutes of a meeting which show the objects and purposes of the society, and endorsed by all office-bearers;
 - (d) Proof of Address of the Society's Principal Place of Business / Correspondence Address (Please see above Note 3 for the requirements of acceptable proof of address);
 - (e) Consent letter with clear copy of HKID card or other valid identity document from the lawful occupier of the Society's Principal Place of Business / Correspondence Address (if applicable; Please see above Note 3 for the requirement of the consent letter);
 - (f) Relevant qualification of the office-bearers (e.g. certificate or photos of activities attended/held); and
 - (g) Activities Held / Proposed to be held by the Society with details (including date, venue and activity's particulars).
- Electronic application may be made via Police Licensing Office's "Licensing E-Service" (website: www.licensing.police.gov.hk/licensing/). Application in paper form may be submitted in person or by post to the following address :-

Societies Office
12/F., Arsenal House,
Police Headquarters,
No. 1 Arsenal Street,
Wan Chai, Hong Kong.

- Application by fax or by e-mail is not acceptable.

Appeal against Refusal to Register or to Exempt (Section 5B of the Ordinance)

The Society concerned may appeal to the Chief Executive in Council within 30 days of the date when notice of the decision was given to the Society that the Societies Officer has refused registration or exemption from registration. The Chief Executive in Council may confirm, vary or reverse the decision. The operation of the decision appealed against is suspended until the Chief Executive in Council has heard and determined the appeal.

Enquiries

For enquiries, please contact our staff during office hours at 2860 7743 or browse our website at http://www.police.gov.hk/ppp_en/11_useful_info/licences/index.html

Application for Society Registration/ Exemption from Society Registration

社團註冊/ 豁免註冊申請

- PROVISION OF PERSONAL DATA -

提供個人資料

Purpose of Collection

收集資料的目的

1. 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 for Registration/ Exemption from Registration of a Society under the Societies Ordinance, Cap. 151.
香港警務處會把申請表上填報的個人資料作下列用途: 辦理這份申請[即申請人按照《社團條例》(法例第 151 章)而提出的社團註冊申請或豁免註冊申請]/ 紀錄存檔/ 更新紀錄/ 現階段及日後的一切調查工作。
2. 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.
在本表格上提供個人資料, 純屬自願性質。若資料不足, 本處可能無法辦理你的申請/ 更新你的紀錄。
3. Any material falsification or omission of information may result in the Commissioner's refusal of the registration/ change of particulars.
若虛報或漏報重要資料, 警務處處長可拒絕有關申請。

Classes of Transferees

可獲披露資料的機構

4. The personal data provided by means of this form may be disclosed to other government departments and public or private organizations for the purposes mentioned in the above paragraphs.
本處可能會向其他部門及公營或私營機構披露表格上填報的個人資料, 以作上文所載的用途。
5. Pursuant to sections 11(2) and 12 of the Societies Ordinance, Cap. 151, all the personal data provided to this office may be released to public upon request and prior consent of the data subject in question is not required.
根據法例第 151 章《社團條例》第 11(2) 及 12 條, 交來的所有個人資料, 一經要求, 可向公眾人士發放, 而事前毋須經有關的資料當事人同意。

Access to Personal Data

查閱個人資料

6. 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. Your right of access included the right to obtain a copy of your personal data provided by means of this form.
根據《個人資料(私隱)條例》第 18 及 22 條和附表一的第 6 原則, 你有權查閱和更正你的個人資料, 包括有權索取表格上填報的個人資料副本乙份。

Enquiries

查詢

7. Enquiries concerning the personal data collected by means of this form, including data access and data correction requests, should be addressed to:
如對本表格所收集的個人資料有任何疑問, 包括申請查閱和更正資料, 請聯絡下列辦事處人員:

Executive Officer (Licensing)
Police Licensing Office
13/F, Arsenal House,
Police Headquarters,
No. 1 Arsenal Street,
Wan Chai, Hong Kong.

Tel. Enquiry : 2860 2973

香港灣仔
軍器廠街一號
警察總部
警政大樓十三樓
香港警務處牌照課
行政主任(牌照)

查詢電話 : 2860 2973