

GUIDELINES FOR APPLICATION FOR AMATEUR STATION LICENCE

1. Introduction

- 1.1 The following guidelines for application for Amateur Station Licence (ASL) are issued pursuant to Section 6(D)(2)(a) of the Telecommunications Ordinance (Cap. 106) (the Ordinance).
- 1.2 Under the Ordinance, a licence is required for possession, establishment and maintenance (or use) of a radiocommunications apparatus or station. Accordingly, an ASL should be obtained from the Communications Authority (CA) for a person, society, club, association, school, etc. to possess, establish and maintain an amateur station. If an ASL is issued to a society, club, association, school, etc. (hereafter called the “club”), members or students of the club are allowed to operate the club’s amateur stations in Hong Kong in the presence of and under the direct supervision of the supervisor of the amateur station of the club.
- 1.3 For the purpose of operating licensed amateur radio equipment without possessing any amateur radio equipment, a person may apply to the CA for an Authority to Operate (ATO) without the need to hold an ASL.
- 1.4 Copies of the sample ASL and ATO can be downloaded from the website of the CA’s at <http://www.coms-auth.hk>.

2. Licensing Criteria

- 2.1 The licensed amateur station should only be used for the purpose of self-training, intercommunication and technical investigations carried out by amateurs, that is, by duly authorised persons interested in radio technique solely with a personal aim and without pecuniary interest.
- 2.2 For application for an ASL or ATO, the applicant should possess one of the following documents -
 - (a) Hong Kong Radio Amateur Certificate issued by the CA;
 - (b) documentary evidence showing that the applicant has passed a radio amateur examination conducted by a recognised local organisation (at present the CA recognises the radio amateur examination results issued by the Hong Kong Institute of Vocational Education – Tsing Yi);
 - (c) Harmonised Amateur Radio Examination Certificate (HAREC) issued by an

administration participating in the European Conference Postal and Telecommunications (CEPT) Recommendation T/R 61-02 together with documentary evidence showing that the applicant will stay in Hong Kong for a period longer than three months;

- (d) Radio Amateur Examination (City & Guilds of London) Certificate;
- (e) Amateur station licences issued by other administrations and recognised by the CA as equivalent to the ASL of Hong Kong; or
- (f) Amateur Station Licence issued by the Ministry of Industry and Information Technology of the People's Republic of China and Amateur Station Operator's Certificate¹ issued by the Chinese Radio Sports Association.

2.3 For application for an ASL for club, the following criteria should be fulfilled -

- (a) the club should be officially registered in Hong Kong; and
- (b) the supervisor of the amateur station of the club should hold a valid ASL and/or ATO.

3. Documents and Information to be submitted

3.1 For application for an ASL or ATO, the applicant should submit photocopies of the following documents -

- (a) Hong Kong Identity (HKID) Card or passport;
- (b) HKID Card or passport of the guardian if the applicant is below the age of 18; (Note: If the applicant is the holder of the licence and certificate stated in paragraph 2.2(f) above, the applicant and his guardian can submit photocopies of the Mainland Identity Card and Permit for Proceeding to Hong Kong and Macau/other travel documents instead.)
- (c) one of the documents stated in paragraph 2.2 above; and
- (d) documentary evidence issued by the CA or recognised organisations showing the applicant has passed an amateur Morse test of 12 wpm or 5 wpm in plain language (if available). At present the CA recognises the amateur Morse test results issued by the Hong Kong Institute of Vocational Education – Tsing Yi.

3.2 For application for an ASL for club, the applicant should submit photocopies of the following documents -

- (a) official registration document of the club registered in Hong Kong;
- (b) HKID Card or passport of the responsible person of the club;

¹ Holders of Amateur Station Operator's Certificate (Class 4) issued by the Chinese Radio Sports Association are allowed to apply for Hong Kong ASL and/or ATO for operating amateur radio equipment in the 50.00 - 51.50 MHz, 52.025 - 52.11 MHz, 144.0 – 146.0 MHz, 430.0 - 431.0 MHz and 435.0 - 439.8 MHz frequency bands only .

- (c) HKID Card or passport of the supervisor of the amateur station of the club; and
- (d) ASL and/or ATO of the supervisor of the amateur station of the club.

4. Licence Application

- 4.1 Application should be made with a completed application form together with the documents mentioned above. The application can be submitted to the Office of the Communications Authority (OFCA) by any of the methods as stated in the application form. The application form can be downloaded from the CA's website at <http://www.coms-auth.hk>.

5. Period of Validity and Fees

- 5.1 An ASL shall be valid for one year. A fee of \$150 shall be payable on the issue or renewal of the licence. An ATO shall be valid for five years. A fee of \$160 shall be payable on the issue or renewal of the ATO.

6. Importing Amateur Radio Equipment

- 6.1 Pursuant to section 9 of the Telecommunications Ordinance, any person who wishes to import any radio transmitting equipment into Hong Kong needs to obtain an import permit from the Communications Authority unless he is the holder of a Radio Dealer Licence (Unrestricted). Failure to do so may result in the equipment being impounded by the Custom officer. In submitting application for the permit, the applicant should provide full details of the make and model of the equipment and its operating frequency bands. A fee has to be paid for the permit. Radio amateurs may refer to the "Information Note on the Application for Permit for Import and Export of Radiocommunications Transmitting Apparatus" at <http://www.coms-auth.hk> for details.

7. Enquiries

- 7.1 Any person who has enquiries relating to licensing matters may
- (a) call us on +852 2961 6278;
 - (b) fax to +852 3155 0932;
 - (c) mail to the Licensing Office, OFCA, 26/F., Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong; or
 - (d) e-mail to ama_enq@ofca.gov.hk.