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*Please use black or blue pen to fill in this form in **BLOCK LETTER** and read the "Notes for Applicants" before completing this application form.*

**HONG KONG POLICE**

**APPLICATION FOR SOCIETY REGISTRATION/EXEMPTION FROM SOCIETY REGISTRATION  
 (SECTION 5, SOCIETIES ORDINANCE, CAP. 151)**

**A. Details of the Society / Branch**

**Name of the Society / Branch** (Note 1)

English : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Chinese : \_\_\_\_\_

*If applying for a branch, please indicate which main registered/ exempted society such branch is under and provide the consent letter of such main society.*

Main Society : \_\_\_\_\_

Registration No. : \_\_\_\_\_

**Please select either of the followings:** (Fill "X" in applicable)

**Registration of Society** or  **Exemption for Registration** (Please answer the below question)

If applying for Exemption for Registration, please fill "X" to indicate which category that your society or branch is **SOLELY** established for the following purposes:

- Religious     Charitable     A Rural Committee  
 Social     Recreational     A Federation or Other Association of a Rural Committee

**Object(s) of the Society / Branch** (Supplementary sheet can be used) (Note 2)

\_\_\_\_\_  
 \_\_\_\_\_

**The address of the principal place of business of the Society/ Branch and of every place or premises owned or occupied by the Society/ Branch** (Note 3)

\_\_\_\_\_  
 \_\_\_\_\_

**The correspondence address of the Society/ Branch** (optional, if the principal place of business not for mailing purpose) (Note 3)

\_\_\_\_\_  
 \_\_\_\_\_

**The principal email address of the Society/ Branch** (optional)

\_\_\_\_\_

**Date of establishment** of the Society/ Branch (Give an explanation on a separate sheet if the society is established more than one month ago) (Note 4)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (YYYY/MM/DD)

**B. Personal Particulars of the Office-Bearers** (Note 5)

**Post Title** : ..... **Are you the Person-in-charge?**  YES  
(Fill "X" in applicable)  NO

**English Name**  
(Surname) .....  
(Given Name) : .....

**Chinese Name** **Sex**  Male **Nationality**  
(Surname) ..... (Given Name) .....  Female

**Hong Kong/Other Valid Identity Document No.** **Date of Birth** (YYYY/MM/DD) **Contact Number**  
..... / ..... / .....

**Local Hong Kong Address**  
.....  
.....

**Email (Optional)**  
.....

**Post Title** : ..... **Are you the Person-in-charge?**  YES  
(Fill "X" in applicable)  NO

**English Name**  
(Surname) .....  
(Given Name) : .....

**Chinese Name** **Sex**  Male **Nationality**  
(Surname) ..... (Given Name) .....  Female

**Hong Kong/Other Valid Identity Document No.** **Date of Birth** (YYYY/MM/DD) **Contact Number**  
..... / ..... / .....

**Local Hong Kong Address**  
.....  
.....

**Email (Optional)**  
.....

**Post Title** : ..... **Are you the Person-in-charge?**  YES  
(Fill "X" in applicable)  NO

**English Name**  
(Surname) .....  
(Given Name) : .....

**Chinese Name** **Sex**  Male **Nationality**  
(Surname) ..... (Given Name) .....  Female

**Hong Kong/Other Valid Identity Document No.** **Date of Birth** (YYYY/MM/DD) **Contact Number**  
..... / ..... / .....

**Local Hong Kong Address**  
.....  
.....

**Email (Optional)**  
.....

## C. Declaration by Office-bearers

### Declaration by Office-bearers

- I hereby declare to the best of my knowledge and belief that the particulars given in this application are true in all details. I fully understand that, pursuant to the Crimes Ordinance (Cap. 200), any person who knowingly and willfully makes a statement false in a material particular shall be guilty of an offence and shall be liable on conviction upon indictment to imprisonment for 2 years and to a fine.
- I understand that it is the responsibility of a registered/ exempted society to inform the Societies Officer in writing on any changes on the society's name, objects, office-bearers or principal place of business, etc or dissolution within 1 month of such change or dissolution.
- I understand that, pursuant to section 15 of the Societies Ordinance, the Societies Officer may, at any time, by notice in writing served on any society require the society to furnish him in writing with such information as he may reasonably require for the performance of his functions under this Ordinance.
- I have read the "Notes for Applicants" and understand that the application for registration of society or exemption from registration of a society shall be made in accordance with the guidelines under the "Notes for Applicants". Societies Office will return the original application form and other supporting documents to the applicant in case of insufficient information or documents.

Signature : ..... Signature : ..... Signature : .....

Name : ..... Name : ..... Name : .....

Date : ..... Date : ..... Date : .....

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#### Please check if the following documents are included :

- Society's Constitution (signed by all office-bearers)
- Copies of Identity Documents of all office-bearers
- Proof of Address of the Society's Principal Place of Business &/or Correspondence Address
- Relevant Qualifications of Office-bearer(s) (e.g. Certificate and photos of activities attended/held)
- Consent letter from the occupier of the premises (if applicable)
- Consent letter for the name of the Society (if applicable)
- Activities Held / Proposed to be held by the Society with details (including date, venue and activity's particulars)

#### 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.

#### Note 3 (cont'd)

- 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).