

Notes for Applicants
Application for Changes of Particulars of Registered and Exempted Societies
(Section 10 and 14, Societies Ordinance, Cap. 151)

Legislative Requirements

Section 10 - Changes of Particulars of a Society

- (1) Where a society or its branch which has been registered or exempted from registration changes its name, objects, office-bearers or principal place of business or closes a branch which is registered or exempted from registration, the society shall within one month from such change, inform the Societies Officer in writing of such change.
- (2) Where a society fails to notify the Societies Officer of a change of particulars as required under subsection (1), every office-bearer of the society shall be guilty of an offence and shall be liable on summary conviction to a fine of \$10,000 unless he establishes to the satisfaction of the court that he has exercised due diligence to ensure compliance with this section by the society and that such failure has occurred for reasons beyond his control.

Section 14 - Dissolution of a Society

- (1) If a registered society or an exempted society has subsequently dissolved itself, the persons who were the office-bearers of the society before such dissolution shall, not later than the expiration of one month after the dissolution takes effect, notify the Societies Officer of such dissolution in writing signed by one or more of the persons who were the office-bearers of the society immediately before the dissolution.
- (2) On receipt of any such notification, the Societies Officer shall as soon as practicable after the date when the dissolution takes effect, de-register the society and its branches and remove the society and the branches from the list kept under section 11.

Note 1 – Change of the Name of the Society/Branch

- Society 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.
- The name should not be likely to mislead the public as to the true character or purpose of the Society.
- If the Societies Officer has any opinion on the name of the Society, the applicant will be contacted for follow up action.
- If the name of the society contains English abbreviation or language other than Chinese or English, please provide translation.
- If the name of the society is related to any name of other association(s) or person(s), please provide the consent letter of the association(s) or person(s).
- The original “Certificate of Registration/ Exemption from Registration” must be returned. If the certificate is lost or missing, please make a “Lost Report” at any police station or via e-Report Centre (www.erc.police.gov.hk) and provide the report reference number.

Note 2 – Change of Objects of the Society/Branch

- Object(s) should be given in as much detail as possible which will facilitate the processing of the application. Further details should be given by indicating the activities which the Society has held or planning to hold.
- Amended constitution, articles of association or minutes of meeting shall be submitted to show the new object(s) of the society.
- You are required to provide supporting documents to support the relevant qualification of the office-bearers (e.g. certificates, if any) to support the object(s) of the society.

Note 3 – Change of the Principal Place of Business and/or Correspondence Address of the Society/Branch

- 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.
- Post office box can only be accepted as the Society’s correspondence address.
- You are required to submit address proof. Acceptable address proof includes utility bill (e.g. Water Supply, Electricity or Town Gas) or bank statement or letter from any HKSAR Government departments, other than that from Hong Kong Police within latest 3 months.
- 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, post of such signatory and the company chop.
- The original “Certificate of Registration/ Exemption from Registration” must be returned for change of the principal place of business of the Society/Branch. If the certificate is lost or missing, please make a “Lost Report” at any police station or via e-Report Centre (www.erc.police.gov.hk) and provide the report reference number.

Note 4 – Change of Office-Bearers of the Society/Branch

- At least three office-bearers are required.
- One of the registered office-bearers (e.g. chairperson) must be the person-in-charge of the Society. The rest may be the vice-chairman, treasurer or secretary or appointed person of the society to operate bank accounts on behalf of the society.
- The particulars of office-bearers must be completed in full, signed with a clear copy of their HKID cards or other valid identity documents.
- Applications from foreign organizations will only be accepted, if any of its office-bearers or members resides in Hong Kong or is present therein, or if any persons in Hong Kong manages or assists in the management of such society or solicits or collects money or subscription on its behalf.
- Office-bearers are required to provide their respective correspondence addresses in Hong Kong.
- If the change of office-bearers involves the person-in-charge, endorsement by another incumbent office-bearer is required.

Note 5 – Closure of a Branch of a Society / Dissolution of a Society

- The original “Certificate of Registration/ Exemption from Registration” must be returned. If the certificate is lost or missing, please make a “Lost Report” at any police station or via e-Report Centre (www.erc.police.gov.hk) and provide the report reference number.

Fees

- No fees are payable on application for change of particulars of registered and exempted 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: http://www.police.gov.hk/ppp_en/11_useful_info/licences/index.html
- To speed up the processing of the application, you are reminded to attach the following documents with the application form. The Societies Office may return the original application form and/or other supporting documents to the applicant in case of insufficient information or document. The Societies Office may approach you for more details if necessary:

Application Type	Document(s) Required
Change of Office-bearer(s)	<ul style="list-style-type: none">● Copies of HKID Card or other valid identity documents of the in-coming office-bearer(s)
Change of Society Name	<ul style="list-style-type: none">● Original certificate of registration / loss report from the Police or via e-Report Centre (www.erc.police.gov.hk) and provide the report reference number;● Constitution, articles of association or minutes of a meeting of the Society;● Relevant qualification of the office-bearers (if any; e.g. certificates); and● Consent letter for the name of the Society (if the name of the society is related to any name of other association(s) or person(s)).
Change of Society Object(s)	<ul style="list-style-type: none">● Constitution, articles of association or minutes of a meeting of the Society; and● Relevant qualification of the office-bearers (if any; e.g. certificates).
Change of Society’s Principal Place of Business	<ul style="list-style-type: none">● Copy of address proof; [Acceptable address proof includes utility bill (e.g. Water Supply, Electricity or Town Gas) or bank statement or letter from any HKSAR Government departments, other than that from Hong Kong Police within latest 3 months]● Consent letter from the lawful occupier of the premises and his/her HKID card copy (if applicable); and● Original certificate of registration / loss report from the Police or via e-Report Centre (www.erc.police.gov.hk) and provide the report reference number
Dissolution of a Society / Closure of a Branch	<ul style="list-style-type: none">● Original certificate of registration / loss report from the Police or via e-Report Centre (www.erc.police.gov.hk) and provide the report reference number

- Electronic application may be made via Police Licensing Office’s “Licensing E-Service”. 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.

Enquiries

For enquiries, please contact our staff during office hours at 2860 3572 or browse our website at http://www.police.gov.hk/ppp_en/11_useful_info/licences/index.html

Application for Changes of Particulars of Registered/ Exempted Societies

註冊社團註冊/ 豁免註冊社團更改資料申請

- 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. Any 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