

## **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 Telecommunications Authority (TA) 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 TA 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 web site of the Office of the Telecommunications Authority at <http://www.ofta.gov.hk/en/rae/Rae-e.html>.

### **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 TA;
  - (b) documentary evidence showing that the applicant has passed a radio amateur examination conducted by a recognised local organisation (at present the TA 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; or
- (e) Amateur station licences issued by other administrations and recognised by the TA as equivalent to the ASL of Hong Kong.

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;
- (c) one of the documents stated in paragraph 2.2 above; and
- (d) documentary evidence issued by the TA 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 TA 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;
- (b) HKID Card or passport of the responsible person of the club;
- (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. Application Forms**

- 4.1 For application for an ASL and/or ATO, please use form OFTA A201. For application for an ASL for club, please use form OFTA A202. Copies of the forms can be downloaded from Office of the Telecommunications Authority's website at <http://www.ofta.gov.hk/en/amateur/apply.html>.

## **5. Licence Application**

- 5.1 Application should be made with a duly completed application form together with the documents mentioned above. The applicant could submit the completed application form and required documents by any of the following methods:

- (a) in person or by post to the Licensing Office, OFTA, 26/F Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong;
- (b) by fax to +852 3155 0932;
- (c) by e-mail to [ama\\_enq@ofta.gov.hk](mailto:ama_enq@ofta.gov.hk); or
- (d) via Online Licensing available from OFTA's website (<http://www.ofta.gov.hk>) under "Industry Focus/Licensing/Online Licensing" .

## **6. Period of Validity and Fees**

- 6.1 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.

## **7. Enquiries**

- 7.1 Any person who has enquiries relating to licensing matters may
- (a) telephone at +852 2961 6278;
  - (b) fax to +852 3155 0932;
  - (c) mail to the Licensing Office, OFTA, 26/F., Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong; or
  - (d) e-mail to [ama\\_enq@ofta.gov.hk](mailto:ama_enq@ofta.gov.hk).