

申請限用無線電話資格證書(長距離)/(短距離)及操作授權證明/操作授權證明續期 Application for Restricted Certificate of Competency in Radiotelephony (Long Range) / (Short Range) and Authority To Operate (ATO) / ATO Renewal

填寫本表格前，請你閱讀以下資料。限用無線電話資格證書(長距離)/(短距離)及操作授權證明申請指引刊載於通訊事務管理局辦公室(通訊辦)網頁(<http://www.ofca.gov.hk>)。

1. 通過相關認可訓練課程考試的人士可申請獲發限用無線電話資格證書(長距離)/(短距離)及操作授權證明在非SOLAS船隻上操作GMDSS器材。
2. 有關證書及操作授權證明申請：
 - (a) 申請時需要提交以下文件：
 - (i) 兩張相同的個人近照(照片必須在申請日期前六個月內拍攝，而大小約為 40 x 50 毫米)；
 - (ii) 護照或香港身份證；
 - (iii) 通過相關認可訓練課程考試的證明文件；及
 - (iv) 由申請人簽署的《使用無線電通訊裝置的保密聲明》(保密聲明)。
 - (b) 簽發證書費用為港幣120元，而操作授權證明簽註費用為港幣160元(合共港幣280元)。
3. 有關操作授權證明續期申請：
 - (a) 申請時需要提交以下文件：
 - (i) 護照或香港身份證；及
 - (ii) 現有的限用無線電話資格證書(長距離)/(短距離)及操作授權證明。
 - (b) 續期的費用為港幣160元。
4. 有關證書複本申請：
 - (a) 申請時需要提交以下文件：
 - (i) 兩張相同的個人近照(照片必須在申請日期前六個月內拍攝，而大小約為 40 x 50 毫米)；及
 - (ii) 護照或香港身份證。
 - (b) 申請複本的費用為港幣55元。
5. 如未能呈交所有文件，申請將不獲處理。
6. 填妥的申請表格，請以下列方式提交：
 - (a) 親自前往或郵寄至**通訊辦支援服務分組**，地址為：**香港灣仔皇后大道東213號胡忠大廈20樓**；
 - (b) 傳真至 3155 0914；
 - (c) 電郵至 maritime@ofca.gov.hk。
7. 所需證明文件，請以下列方式提交：
 - (a) 如親自前往通訊辦支援服務分組，申請人須提交有關文件的正本和副本或已由簽發機構或公證人證明為真確的有關文件副本供通訊辦辦理；或
 - (b) 如郵寄至通訊辦支援服務分組，申請人須提交已由簽發機構或公證人證明為真確的有關文件副本及已填妥的保密聲明。保密聲明(表格編號 OFCA F226)可於通訊辦網頁 (<http://www.ofca.gov.hk>) 下載。
8. 接受以現金、劃線支票、銀行本票、「繳費靈」、「易辦事」、「轉數快」繳費櫃檯付款。劃線支票或銀行本票須註明支付『通訊事務管理局辦公室』。若採用海外支票或銀行本票應包括本地銀行收取的手續費。付款辦法 -
 - (a) 如親自前往通訊辦支援服務分組，接受以現金、劃線支票、銀行本票、「易辦事」或「轉數快」繳費櫃檯付款；或
 - (b) 如經互聯網、郵遞、傳真或電郵提交申請表格，可郵寄劃線支票或銀行本票至通訊辦支援服務分組收或憑帳單編號使用「繳費靈」付款。帳單編號會於網上申請完成後以電郵通知你或在你的申請獲批准後由支援服務分組通知你。
9. 辦公時間為星期一至五上午八時三十分至下午十二時三十分及下午一時三十分至下午五時四十五分。星期六、日及公眾假期休息。
10. 如有任何查詢請致電 **2961 6608**、傳真至 3155 0914 或電郵至 maritime@ofca.gov.hk。

個人資料的說明

1. 透過本表格提供個人資料，屬自願性質。若你沒有提供足夠資料，通訊辦可能無法辦理你的申請。
2. 你所填寫的個人資料，將被通訊辦用以處理你的申請。
3. 你在本申請表上所填寫的個人資料，可能會披露給其他與評審申請有關的政府部門/機構。
4. 你有權要求查閱和改正你的個人資料。你查閱資料的權利包括取得本申請表上所載個人資料的副本，惟索取這些資料時或須繳費。
5. 如對透過本申請表所收集的個人資料有疑問，包括如何提出查閱和改正個人資料的要求，請以書面方式向通訊事務管理局辦公室個人資料主任提出，地址為香港灣仔皇后大道東213號胡忠大廈29樓，傳真號碼 2591 0316。

Please read the information below before completing this form. The "Guidelines on Application for Restricted Certificate of Competency in Radiotelephony (Long Range)/(Short Range) and Authority To Operate (ATO)" is published at the Office of the Communications Authority's (OFCA's) website (<http://www.ofca.gov.hk>).

1. Person passing the examination of the relevant recognized training course can apply for Restricted Certificate of Competency in Radiotelephony (Long Range)/(Short Range) (LRC/SRC) and Authority To Operate (ATO) to operate GMDSS equipment onboard non-SOLAS ships.
2. **For Certificate and ATO Application:**
 - (a) The following documents are required to support this application:
 - (i) 2 identical recent photographs (approx. 40mm x 50mm and should be taken within 6 months prior to the application date);
 - (ii) passport or Hong Kong Identity Card;
 - (iii) evidence of passing an approved Restricted Certificate of Competency in Radiotelephony (Long Range)/(Short Range) training course;

AND

 - (iv) "Declaration of Secrecy in the Operation of Radiocommunications Apparatus" (Declaration of Secrecy) duly signed by the applicant.
 - (b) The issue fee for a LRC/SRC is HK\$120 and that for the ATO is HK\$160 (totally HK\$280).
3. **For ATO Renewal Application:**
 - (a) The following documents are required to support this application:
 - (i) passport or Hong Kong Identity Card; AND
 - (ii) current LRC/SRC and ATO.
 - (b) The ATO renewal fee is HK\$160.
4. **For Duplicate Certificate Application:**
 - (a) The following documents are required to support this application:
 - (i) 2 identical recent photographs (approx. 40mm x 50mm and should be taken within 6 months prior to the application date); AND
 - (ii) passport or Hong Kong Identity Card.
 - (b) The issue fee for a duplicate certificate is HK\$55.
5. Application with insufficient supporting document will not be processed.
6. Please submit the completed application form by any of the following methods:
 - (a) In person or by post to **Support Services Subsection, OFCA, 20/F Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong;**
 - (b) By fax to 3155 0914;
 - (c) By e-mail to maritime@ofca.gov.hk.
7. Please submit the supporting documents by any of the following methods:
 - (a) In person to Support Services Subsection of OFCA. Applicant should submit the originals and photocopies of the relevant documents or the photocopies of the relevant documents which are certified true by the issuing authority or notary public for processing. For ATO renewal, the applicant should submit the original copy of the current LRC/SRC for processing; OR
 - (b) By post to Support Services Subsection of OFCA. Applicant should submit the photocopies of the relevant documents and a duly completed Declaration of Secrecy. These documents should be certified true by the issuing authority or notary public. The Declaration of Secrecy (Form No. OFCA F226) could be downloaded from OFCA's website (<http://www.ofca.gov.hk>). For ATO renewal, the applicant should submit the original copy of the current LRC/SRC for processing.
8. Payment can be made by cash, crossed cheque, bank draft, PPS, EPS or FPS at counter. Crossed cheque or bank draft should be made payable to "Office of the Communications Authority". Cheque or bank draft issued by overseas bank should cover the charges of our local bank.

Payment methods -

 - (a) in person to Support Services Subsection of OFCA, you may pay by cash, crossed cheque, bank draft, EPS or FPS at counter; OR
 - (b) if application is submitted online or by post, fax or email, you may send a crossed cheque or bank draft by post to Support Services Subsection of OFCA or pay by PPS using the given bill number. The bill number will be emailed to you upon online submission or notified to you by Support Services Subsection upon approval of your application.
9. The opening hours are 8:30 am to 12:30 pm and 1:30 pm to 5:45 pm Monday to Friday. The office will close on Saturday, Sunday and Public Holidays.
10. For any enquiry, please phone **2961 6608**, fax to 3155 0914 or email to maritime@ofca.gov.hk.

Notes about Personal Data

1. The provision of personal data by means of this application form is voluntary. If you do not provide sufficient information, OFCA may not be able to process your application.
2. The personal data provided by you will be used by the OFCA for processing your application made in this form.
3. The personal data you provide by means of this form may be disclosed to other government departments/agencies in connection with the assessment of your application.
4. You have a right of request for access and correction with respect to personal data. Your right of access includes the right to obtain a copy of your personal data provided by this application form, though a charge may be levied on obtaining such information.
5. Enquiries concerning the personal data collected by means of this form, including the making of request for access and correction, should be submitted in writing to the Personal Data Officer, Office of the Communications Authority, 29/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong; or sent by fax to 2591 0316.

申請人聲明

DECLARATION OF APPLICANT

本人茲聲明本人在此表格及所呈交文件內所提供的內容及資料，就本人所知及相信均屬真實、正確及完整。

I hereby declare that the information and particulars given by me in this form and in the documents submitted are to the best of my knowledge true, correct and completed.

申請人簽名

日期

Signature of Applicant: _____ Date: _____

本欄不必填寫

FOR OFFICIAL USE ONLY

AA,

Please accept payment of

 HK\$120 for application for LRC / SRC. HK\$55 for application for duplication of LRC / SRC. HK\$160 for application for ATO / ATO renewal.

Total Amount: _____ Receipt No.: _____ Payment Date: _____

Verified by: _____ Rank: _____ Approved by: _____ Rank: _____ Date: _____