

申請衛星電視共用天線牌照
APPLICATION FOR
SATELLITE MASTER ANTENNA TELEVISION LICENCE

填寫本表格前，請你閱讀以下資料。衛星電視共用天線（SMATV）牌照申請指引刊載於通訊事務管理局（通訊局）網頁 (<http://www.coms-auth.hk>)。

1. 申請人必須填寫申請表格所有部分，如表格未有填寫妥當，可能會阻延處理申請。
2. 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事務管理局辦公室(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 0944；
 - (c) 電郵至 support_services@ofca.gov.hk；或
 - (d) 使用本表格的「提交」按鈕作網上申請。
3. 如空位不敷應用，申請人可另頁填寫，所有送交通訊辦的文件將不會退還給申請人。
4. 所需佐證文件，可於網上提交申請時按照指引上載或以下列方式提交 -
 - (a) 親自前往或郵寄至通訊辦支援服務分組；
 - (b) 傳真至 3155 0944；或
 - (c) 電郵至 support_services@ofca.gov.hk（通訊辦接受電子複本）。
5. 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。
6. 如有任何查詢，請：
 - (a) 致電 2961 6609;
 - (b) 傳真至 3155 0944;
 - (c) 致函上述地址；或
 - (d) 電郵至 support_services@ofca.gov.hk
7. 如申請獲得批准，通訊辦會另函通知有關繳付牌照費事宜。

關於提供個人資料的補充附註

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 for Application for Satellite Master Antenna Television Licence*” is published at the Communications Authority’s (CA’s) website (<http://www.coms-auth.hk>).

1. This application form MUST be completed in all parts. Incomplete application form may cause delay in processing.
2. Please submit the completed application form by any of the following methods -
 - (a) application in person or by post to: Support Services Subsection, Office of the Communications Authority (OFCA), 20/F Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong;
 - (b) by fax to 3155 0944;
 - (c) by e-mail to support_services@ofca.gov.hk; OR
 - (d) use the “Submit” button in this form to submit the application online.
3. The applicant may attach additional sheets of paper if the space provided in the application form is not enough. All documents submitted to the OFCA will not be returned.
4. The required supporting documents may be uploaded following the instruction if the application is submitted online or submitted by any of the following methods -
 - (a) in person or by post to Support Services Subsection of OFCA;
 - (b) by fax to 3155 0944; OR
 - (c) by e-mail to support_services@ofca.gov.hk; (electronic copies are accepted).
5. 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.
6. Enquiries may be made by -
 - (a) telephone at 2961 6609;
 - (b) fax to 3155 0944;
 - (c) mail to the above address; OR
 - (d) e-mail to support_services@ofca.gov.hk
7. If the application is approved, the applicant will be informed by letter for the payment of licence fee.

Supplementary Notes on the Provision of 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 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.

衛星電視共用天線牌照申請表

SATELLITE MASTER ANTENNA TELEVISION LICENCE APPLICATION FORM

甲部 PART A	申請人資料 APPLICANT'S DETAILS
1.	公司名稱 Company Name: 英文 In English: 中文 In Chinese: (如適用) (if applicable)
2.	公司註冊地址 Company Registered Address:
3.	公司通訊地址 Company Correspondence Address:
4.	聯絡人 Contact Person:
5.	職位 Capacity:
6.	電話號碼 Telephone No.:
7.	傳真號碼 Fax No.:
8.	電郵地址 E-mail Address:

乙部
PART B

公司架構及財政能力
COMPANY STRUCTURE AND FINANCIAL CAPABILITY

1. 申請書必須包括下列文件（若有包括者，請加上「✓」號）
The application should include the following documents (please put a “✓” when the document is included) -
1. 公司註冊證明書／非香港公司註冊證明書影印本；
Photocopy of the Certificate of Incorporation / Certificate of Registration of Non-Hong Kong Company;
2. 商業登記證影印本；
Photocopy of the Business Registration Certificate;
3. 公司秘書及董事的資料 [例如「表格 NNC1-法團成立表格（股份有限公司）」和「表格 ND2A-更改公司秘書及董事通知書（委任／停任）」(如適用) 或「表格 NN1-註冊非香港公司的註冊申請書」和「表格 NN6-註冊非香港公司更改公司秘書及董事申報表（委任／停任）」(如適用) 影印本]；
Information on the company’s secretary and director(s) (e.g. Photocopy of “Form NNC1-Incorporation Form (Company Limited by Shares)” and “Form ND2A-Notice of Change of Company Secretary and Director (Appointment / Cessation)” (if applicable) or “Form NN1-Application for Registration as Registered Non-Hong Kong Company” and “Form NN6-Return of Change of Company Secretary and Director of Registered Non-Hong Kong Company (Appointment / Cessation)” (if applicable));
4. 公司主要持有股份、已發行及實收股本的資料（例如「表格 NAR1-周年申報表」、「表格 NN3-註冊非香港公司周年申報表」和／或公司組織章程細則及「表格 NSC1-股份配發申報書」影印本）；
Information on the principal shareholdings, issued and paid-up share capital (e.g. photocopy of “Form NAR1-Annual Return”, “Form NN3-Annual Return of Registered Non-Hong Kong Company” and/or the company’s Articles of Association together with the “Form NSC1-Return of Allotment”);
5. 若申請人是已開業的公司，須包括最新經審核的損益帳及資產負債表影印本
For an existing company, photocopy of the latest audited profit and loss accounts and balance sheet;
6. 若申請人是新成立的公司，則須包括董事的已發行及實收股本證明書影印本，連同銀行所發出有關該公司的存款及／或可享有信貸的證明書影印本（若有的話）；及
For a newly formed company, photocopy of the director’s certificate of the amount of issued and paid-up share capital, together with a banker’s confirmation of the amount of his/her deposits and/or available credit facilities, if any; and
7. 首三年經營的財政計劃，包括擬安裝及操作的衛星電視共用天線 SMATV 系統的數目、收費（非經常及經常收費）、預算損益表（連同有關收入、固定成本及可變成本的詳細資料）及預算現金流動表。
A financial plan for the first three years of operation, including the target number of satellite master antenna television (SMATV) systems to be installed and operated, the level of charges (both non-recurrent and recurrent), a budgeted profit and loss statement (with details on revenue, fixed costs and variable costs) and a budgeted cash flow statement.

丙部
PART C

衛星電視共用天線系統的詳情
DETAILS OF SMATV SYSTEMS

1. 請說明擬安裝、保養及操作的衛星電視共用天線 SMATV 系統的種類。有關資料必須包括所述系統的技術規格、介紹這些系統的小冊子及目錄。申請人必須提供足夠資料，顯示擬安裝的系統符合 HKCA 1104 - 大廈內同軸電纜系統設備的性能要求（最新版本）所載的規格，包括有關電力安全的規格。
- Description of the types of SMATV systems intended to be installed, maintained and operated. The information should include technical specifications, equipment brochures and catalogues for the proposed SMATV systems. The proposed installations shall comply with specification HKCA 1104 – Performance Requirements for In-Building Coaxial Cable Distribution Systems (IBCCDS) (the latest version), including the part concerning electrical safety.
2. 申請書必須包括下列文件（若有包括者，請加上「✓」號）
- The application should include the following documents (please put a “✓” when the document is included) -
- 證明申請人已和保險公司作出安排，在牌照有效期內，會為因牌照所述的每個系統的安裝、保養及操作而可能引致的個人傷亡及財物損失購買第三者責任保險。投保額不得少於每宗事故 500 萬港元，或通訊事務管理局日後可以書面通知的款額；及
- Documentary proof showing that arrangement has been made with an insurance company indicating that the applicant will insure itself, throughout the licence validity period, against its third party liabilities in respect of personal injury, death and damage to property, arising out of or in connection with the installation, maintenance and operation of the system. The amount of insurance shall be at least HK\$5,000,000 per occurrence or such sum as the Communications Authority may notify in writing in future; and
- 證明已作出安排由註冊結構工程師確保有關的衛星電視共用天線 SMATV 系統符合衛星電視共用天線牌照一般條款第 15 條的規定。
- Evidence showing that arrangement has been made with a registered structural engineer to ensure the system complies with General Condition 15 of the SMATV licence.

丁部 PART D	技術支援 TECHNICAL SUPPORT
1.	<p>有關技術支援組的詳細資料，包括有關管理及技術人員的資料（例如：學歷、工作性質等）。申請人必須在申請書內顯示技術支援組有能力負責安裝、保養及操作衛星電視共用天線 SMATV 系統的工作。</p> <p>Details of the technical support team including a description of the management and technical personnel. Supporting information (e.g. qualification, job nature etc.) should be provided to demonstrate that the technical support team is capable of taking up the responsibilities of installation, commissioning, maintenance and operation of SMATV systems.</p>
2.	<p>儀器、器材及設備清單。列明安裝、操作及保養有關的衛星電視共用天線 SMATV 系統時所使用的器材及設備，並顯示所列的儀器、器材及設備適合並足夠應付所建議的安裝、操作及保養工作。</p> <p>List of instrument, equipment and plant used for carrying out the installation, commissioning and maintenance of SMATV systems. The listed instrument, equipment and plant should be appropriate and adequate for the proposed activities.</p>

戊部
PART E

過往的經驗
PREVIOUS EXPERIENCE

1. 如申請人及／或其技術人員過往有安裝、操作及保養衛星電視共用天線 SMATV 系統或電訊系統或廣播或電子系統的經驗，請概述有關的工程、施工及竣工日期、合約價值及客戶或系統擁有人的姓名。

If the applicant and/or his/her technical personnel has/have previous experience in the installation, commissioning and maintenance of SMATV, telecommunications, broadcasting or electronics systems, please provide a brief description of the projects concerned including the dates of commencement and completion of work, contract values and names of clients or owners.

己部
PART F

申請人聲明
DECLARATION OF APPLICANT

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

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

*申請人公司印鑑

* Applicant's Company Chop

簽名 (代表申請人) *:
Signature (for and on behalf of the applicant) *

簽署人姓名:
Signatory's name (請用正楷書寫)
(In BLOCK LETTERS)

職位:
Capacity

日期:
Date

* 如經網上提交，申請人毋須簽署和蓋印。

* Signature and company chop are not required for application form submitted online.