



Application Form for Registration onto the Do-not-call Registers

(for numbers that cannot be registered via the registration hotline)

I (name of individual/organisation/company/government department) _____ am the registered user of the numbers listed below.

Copies of the telephone bill(s) issued within 3 months or other documentary proof issued by the relevant telecommunications service provider(s) are attached to show that I am the registered user of these numbers. By signing this application form, I give my consent to the inclusion of these number(s) in the Do-not-call Registers indicated below.

Number(s) to be registered (maximum five fixed line, mobile or personal numbers per application form)	Please add a “✓” to the Do-not-call Register that you would like to register (may choose more than one)			For Official Use Only	
	Fax	Short Messages	Pre-recorded Telephone Messages	Registered	Reason(s) for not being registered
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

****Please note that number(s) not supported by documentary proof will not be registered.***

Signature of the Applicant (for individual) or the Authorised Person (for organization / company / government department):

Name of the Applicant (for individual) or Name and Title of the Authorised Person (for organization / company / government department):

Company Chop (if applicable):

Date:

If you wish to be informed after the application has been processed, please “✓” the appropriate box below and provide the contact information.

Fax – fax number is _____

Email – email address is _____

Post – postal address is _____

Notes:

1. This application form is for registration of ***fixed line, mobile or personal number that cannot be registered via the registration hotline 1835 000*** (e.g. fixed line that does not support tone dialling, mobile number that cannot show correct outgoing calling line identification (CLI) information, etc) to the Do-not-call Registers. It should ***not be used for bulk registration*** and will not be processed if more than five numbers are specified. If you, your company or organisation intends to register 50 or more numbers, please use the “Application Form for Bulk Registration onto the Do-not-call Registers”.
2. You must sign the application form and ***provide a copy of the telephone bill(s) issued within 3 months or other documentary proof issued by the relevant telecommunications service provider(s)*** to show that you are the registered user of the number(s) to be registered. Otherwise, the application form will not be processed. The application form and copies of the telephone bill(s) (or documentary proof) should be submitted:
 - ◆ By fax to (852) 3155 0976;
 - ◆ By scanning the relevant documents and email to dnc-registration@ofca.gov.hk; or
 - ◆ By post to:
The DNC Administrator
Office of the Communications Authority
29/F, Wu Chung House,
213 Queen's Road East, Wan Chai, Hong Kong
3. It may take around 10 working days to process subject to the number of applications that we receive at the time. We will inform you once your application has been processed if you have provided your contact information in the application form. To verify whether your number(s) have been registered, you may access the web site <http://www.dnc.gov.hk/>.