

INTELLECTUAL PROPERTY  
DEPARTMENT

Form C3  
Version 2007

Copyright Ordinance  
(Chapter 528)

For Official Use

Date of receipt

Application No.

### APPLICATION FOR REGISTRATION BY A BODY CORPORATE

(If there is insufficient space provided for your answer, please continue on a separate sheet of paper, specifying the question number to which your answer relates, and add your signature to each additional sheet. Information given in any additional sheet shall form part of this application.)

(Your attention is drawn to the “Important Notes” at the end of this form. You are advised to read these carefully before completing this form.)

Application is hereby made to the Registrar of Copyright Licensing Bodies for registration under section 148 of the Copyright Ordinance.

1. (a) The name of the body corporate —
  - (i) in English
  - (ii) in Chinese

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Throughout this form,

- A controller means a person who controls the applicant company and includes a person in accordance with whose directions or instructions the directors thereof are accustomed to act.

- (b) The place of incorporation
- (c) The date of incorporation
- (d) Company Registration number
- (e) Date of commencement of business as a licensing body
- (f) Address and telephone number of (i) the registered office or principal place of business in HKSAR (whichever is applicable); and (ii) the office(s) in HKSAR at which it is carrying on the business as a licensing body.

	Address	Telephone number
(i) Registered Office or principal place of business in HKSAR (whichever is applicable)	<i>(This address will be shown in the Certificate of Registration if this application is approved.)</i>	
(ii) Other office(s)		

- (g) Hours during which each of the offices mentioned in (f) above is open to the public for the obtaining of information

2. Particulars of the controller, the secretary and all the directors of the corporation.

	1	2	3
Full name in English			
Full name in Chinese characters (if applicable) and code			
Residential address			
Hong Kong Identity Card number/ Passport number			
Position held (e.g. Controller/ Managing Director/ Director/ Secretary/ Manager/ Accountant etc.)			
Date of appointment			

3. Please specify

- (a) the types of licences (e.g. reprographic licences/licences for public performance etc.);

(b) the types of works covered by the licences; and

(c) the scales of copyright royalty charges for different uses of the works.

I declare that all the information given by me in this application is true and correct to the best of my knowledge and belief.

The applicant hereby irrevocably undertakes, subject to approval of this application by the Registrar of Copyright Licensing Bodies, to make available to the public information relating to its scales of copyright royalty charges for different uses in accordance with section 149(1)(b) of the Copyright Ordinance. This undertaking shall be valid and binding as long as the applicant remains registered as a licensing body under the Copyright Ordinance.

I confirm that I have read and understood the “Important Notes” at the end of this form.

Signed \_\_\_\_\_

Name of Signatory \_\_\_\_\_

Capacity \_\_\_\_\_  
(Evidence of authorization by the body corporate should be produced)

Date:

## **Important Notes**

### **A. General notes:**

1. You are advised to read sections 145 to 153 of the Copyright Ordinance, Cap. 528 and the Registration of Copyright Licensing Bodies Regulation, Cap. 528A before submitting this application.
2. A statement of particulars in support of this application (Form C4) must also be completed and submitted.
3. A copy of the following documents certified by any director of the applicant should accompany this application:
  - (a) the certificate of incorporation;
  - (b) the memorandum and articles of association; and
  - (c) the authorization by the applicant for signing and submitting this application.The Registrar of Copyright Licensing Bodies may require additional documentary evidence in support of the information given in this application.
4. The prescribed fee should be paid upon submitting this application. Any fee paid is not refundable whether or not the application is approved or not.
5. Your application should be posted or delivered to the Copyright Licensing Bodies Registry at the following address —

Intellectual Property Department  
24<sup>th</sup> Floor, Wu Chung House  
213 Queen's Road East  
Wanchai, Hong Kong

(If payment is made by post, only cheques will be accepted. Cheques should be made payable to 'Government of HKSAR' and crossed. They must not be made payable to any individual officer. Postdated cheques will not be accepted.)

6. Any change to the following information either before or after approval of this application should be notified in writing immediately to the Registrar of Copyright Licensing Bodies and the relevant details should be supplied to the Registrar:
  - (a) the name of the licensing body which is the subject of this application;
  - (b) the address of the registered office or principal place of business (whichever is

- applicable) and each of the places of business of the licensing body in HKSAR;
- (c) the scale of copyright royalty charges by the licensing body for different uses\*;
  - (d) the hours during which the registered office or principal place of business (whichever is applicable) and each of the places of business of the licensing body are open to the public for the obtaining of information; and
  - (e) in respect of the body corporate, in HKSAR or elsewhere,
    - (i) whether it has been convicted of any criminal offence; and
    - (ii) whether it has been wound up (other than voluntarily).

\* Any proposed change in the scales of copyright royalty charges after approval of this application should be notified in writing to the Registrar of Copyright Licensing Bodies at least one month before the new scales come into effect.

**B. Use of personal data:**

1. The provision of your personal data is voluntary. However, the Copyright Licensing Bodies Registry may be unable to handle your application if you do not provide sufficient information.
2. The Copyright Licensing Bodies Registry will use any personal data provided in this form and any document(s) filed in relation to it for processing your application and for administration of sections 146 to 152 of the Copyright Ordinance, Cap. 528 and the Registration of Copyright Licensing Bodies Regulation, Cap. 528A.
3. Please **DO NOT provide any personal data (including personal data relating to third parties) which are not specifically required to be submitted.**
4. Subject to the requirements of sections 146 to 152 of the Copyright Ordinance, Cap. 528, any person has the right to request access to and correct his/her personal data held in the records maintained by the Copyright Licensing Bodies Registry, pursuant to sections 18 and 22 of the Personal Data (Privacy) Ordinance, Cap. 486.
5. For further details, please see the Personal Information Collection Statement at [www.ipd.gov.hk/eng/home.htm](http://www.ipd.gov.hk/eng/home.htm).