

INTELLECTUAL PROPERTY  
DEPARTMENT

For Official Use

Form C8  
Version 2007

Copyright Ordinance  
(Chapter 528)

Date of receipt

**APPLICATION FOR RENEWAL OF 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 renewal of registration under section 148 of the Copyright Ordinance.

1. Certificate of Registration No.
  
2. (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) 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)		

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

3. 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			

4. Have the memorandum and articles of association been amended since the last renewal (or registration if this is the first renewal)? *Please tick appropriate box.*

Yes  No

If the answer to this question is "Yes", please provide details in accordance with clause 3(a) in the General notes of the "Important Notes" at the end of this form.



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) and section 150(2) 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 for renewal of registration (Form C9) 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) any amendment to the memorandum and articles of association since the last renewal (or registration if this is the first renewal); and
  - (b) 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 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 the 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 scales 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).