

INTELLECTUAL PROPERTY
DEPARTMENT

Form C3
Version 2022

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 (“the Registrar”) for registration under section 148 of the Copyright Ordinance.

1. (a) The name of the body corporate —

(i) in English

(ii) in Chinese

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, to make available to the public information relating to the scales of copyright royalty charges of the applicant for different uses (“the Scales”) in accordance with section 149(1)(b) of the Copyright Ordinance, at least by the following means:-

- (a) setting out the Scales in the applicant’s brochures and licence application forms;
- (b) exhibiting the Scales in the registered office and places of business of the applicant conspicuously to the public; and
- (c) publishing the Scales in an English language newspaper and a Chinese language newspaper in Hong Kong on a day within 2 weeks after the issue of the certificate of registration.

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 office bearer/partner of the applicant should accompany this application:
 - (a) the certificate of incorporation
 - (b) the articles of association; and
 - (c) the authorization by the applicant for signing and submitting this application.The Registrar may require additional documentary evidence in support of the information given in this application.
4. Your application should be filed with the Copyright Licensing Bodies Registry by hand, post or electronic means.
 - (a) If the application is to be filed by hand or post, it should be delivered to—

Copyright Licensing Bodies Registry

Intellectual Property Department

24th Floor, Wu Chung House

213 Queen's Road East

Wanchai, Hong Kong

- (b) An application may also be filed by electronic means in accordance with the specified terms and conditions. Please contact the Copyright Licensing Bodies Registry via its public enquiry hotline (2961 6901) or e-mail (enquiry@ipd.gov.hk) to obtain the specified terms and conditions in advance of electronic filing.
5. The prescribed fee must be paid upon submitting this application. Any fee paid is not refundable whether or not the application is approved or not.

(You may settle payment of the relevant fees by—

- (a) (for application to be filed by hand) cash, Octopus or cheque [payable to “The Government of the Hong Kong Special Administrative Region”];
- (b) (for application to be filed by post) cheque [payable to “The Government of the Hong Kong Special Administrative Region”]; or
- (c) (for application to be filed by electronic means) using the electronic General Demand Note (e-GDN) billing service.)

6. Any change to the following information either before or after approval of this application should be notified in writing immediately to the Registrar 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 at least one month before the new scales come into effect.

B. Use of personal data

Personal data collected by the Registrar in the forms filed with the Registrar will be used for the purposes set out in the Personal Information Collection Statement at https://www.ipd.gov.hk/eng/personal_information.htm.