

## **Television and Entertainment Licensing Authority**

### **Guidance Notes for Application for Waiver, Refund or Reduction of Amusements with Prizes Licence Fee**

Applicant of an Amusements with Prizes Licence may apply for a waiver or a reduction of the licence fee. In considering an application for waiver, the Commissioner for Television and Entertainment Licensing (CTEL) will normally wish to be satisfied that:-

- a. either the applicant organization is a local registered charity i.e. a charitable institution or trust of a public character exempt from tax under Section 88 of the Inland Revenue Ordinance; or
- b. the 'parent' organization of the applicant organization is a local registered charity.

In considering an application for reduction of the licence fees (to the current level of the official signature fees), CTEL will normally wish to be satisfied that the applicant organization is a non-commercial/voluntary services group where no charge was made for the games nor admission.

These requests should be made by the applicant of the licence in writing to this office stating the reasons and enclosing documentary supports.

Alternatively, licence holders may apply for a refund of licence fee after the completion of the game of amusement with prizes. In considering an application for refund of licence fees, CTEL will normally wish to be satisfied that at least 75% of the proceeds has been appropriated to local registered charities. The application should be made by the licensee in writing to this office stating the reasons and enclosing relevant documents, including a copy of statement of all moneys collected or received under cover of the licence and every disbursement made from the moneys so collected or received as well as copies of receipt of donation from the beneficiaries.

Each case will be considered on its own merits.