

**Guidance notes for completing
forms in relation to local newspapers
under the Registration of
Local Newspapers Ordinance, (Cap. 268)**

- (1) "Editor" means the chief editor if there are more than one editor and includes any person acting as chief editor or performing any of the usual functions of a chief editor. The particulars of the entry "editor" should relate to that of a person.
- (2) Other than the editor who must be a person, the particulars in respect of the entry "proprietor, publisher or printer" can be that of a company or other body corporate. In the case of a company or other body corporate, the company concerned should nominate a person to represent itself for the purpose of registration under the Ordinance. The particulars of this authorized person including name, I/D card number and signature and the company seal, should be included in the appropriate entry of the form.
- (3) The following supporting documents should be attached to the application form :-
 - (a) a photocopy of the latest Business Registration Certificate of the company concerned;
 - (b) a photocopy of certificate showing the latest particulars of directors of the company which acts as the proprietor of local newspaper;
 - (c) a certificate/letter authorizing a person to represent the company concerned which must be signed by 2 directors to that effect;
 - (d) a photocopy each of the identity card, passport, or other travel document in respect of the name of proprietor, printer, publisher, editor and authorized person(s) as shown in the application form; and
 - (e) a duly complete form in respect of the personal particulars of the informant.
- (4) A sample copy of a duly completed application form (TVF 40(S)) is attached for reference. The registration procedure will normally take 7 working days to complete upon receipt of the duly completed application form and necessary supporting documents. Applicant is advised not to publish his local newspaper until formal approval of registration has been granted.