



**4. Details of the Pyrotechnic Special Effects Materials (PSEM) to be supplied:**

(Not applicable to Renewal Applications)

<u>Type of PSEM</u>	<u>UN No. &amp; HCC</u>	<u>Manufacturer</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**5. Details of the Proposed Storage for the PSEM to be supplied:**

(Not applicable to Renewal Applications)

Store Licence No.: \_\_\_\_\_

Location of the Store or Designated Area: \_\_\_\_\_

[Note: If you intend to store the PSEM in a Government Explosives Depot, please attach a copy of the no-objection letter issued by the Commissioner of Mines with respect to the proposed storage.]

**6. Declaration of the proposed Operator-in-charge (see Section 2):**

I declare that I have read the Statement of Purpose of Providing Personal Data in this application. I also declare that all the information and particulars submitted by me in support of this application are, to the best of my/our knowledge and believe, true and correct.

Signature of the Operator-in-charge: \_\_\_\_\_ Date: \_\_\_\_\_

**7. Declaration of the Applicant:**

I/We declare that:

- (i) if I/We have any criminal records or criminal charges pending court judgement after submitting an application or during the validity period of my/our licence, I/We will undertake to report to the Authority within one week upon having them.
- (ii) I/We have read the Guidelines and the Statement of Purpose of providing the personal data in this application. All the information and particulars submitted by me/us in support of this application are, to the best of my/our knowledge and belief, both true and correct.

(a) For company applicant (see Section 1(a)):

Company Chop: \_\_\_\_\_

Signature of the Person-in-charge: \_\_\_\_\_ Date: \_\_\_\_\_

(b) For individual applicant (see Section 1 (b)):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Entertainment Special Effects Licensing Authority**

### **Guidelines on Application for a PSEM Supplier Licence**

**Applicants should read the following guidelines before completing the application form:**

1. Under section 18 of the Entertainment Special Effects Ordinance, Chapter 560, no person shall supply or offer any pyrotechnic special effects materials (PSEM) except under and in accordance with a PSEM supplier licence, unless otherwise approved by the Authority.
2. Under section 19 of the Ordinance, a person shall not be eligible to be issued a supplier licence unless he/she either is a licensed special effects operator (SEO) or has appointed a licensed SEO whose licence is of a type acceptable to the Authority to be responsible for the activities incidental to the business as a supplier.
3. An application for a supplier licence may be made by a body corporate, a partnership or an individual of at least 18 years of age.
4. In order to satisfy the Authority that the applicant is a fit and proper person to be associated with the business of supplying PSEM, the applicant (in the case of a body corporate, any director or secretary) is required to complete the Authorisation Form (Form 8) to authorise the Commissioner of Police to check the applicant's criminal record and disclose it to the Authority. This requirement is also applicable to renewal applications. However, if the applicant holds a valid SEO licence covering the discharge of the types of PSEM that he intends to supply, criminal record check is not required. If the applicant has an urgent need for the licence before the completion of criminal record check, he will need to complete and submit Form 21 to the Authority.
5. An application for a supplier licence shall contain documentary proof that the applicant has secured sufficient space in a storage approved by the Authority (such as a licensed store or a Government Explosives Depot) for the storage of the PSEM to be supplied.
6. The applicant shall comply with our requirements for import/approval of PSEM before they can be supplied, conveyed, stored or used in Hong Kong. Please refer to Guidance Notes No. 5 issued by this Authority.
7. It is advisable for the holder of a supply licence to take out relevant liability insurance policies such as public liability and product liability insurance. Please consult your insurance agents if necessary.
8. The applicant and the operator-in-charge shall observe all relevant legislation and regulations including the Occupational Safety and Health Ordinance (Cap. 509) and its subsidiary legislation with respect to accident prevention, fire precautions, workplace environments, hygiene and first aid at workplaces.
9. Under section 18(1) of the Entertainment Special Effects (General) Regulation, a licensed supplier shall engage throughout the validity period of his licence an operator-in-charge approved by the Authority and named in the licence unless he himself has been named in the licence as the operator-in-charge. Section 19 of this Regulation specifies the requirements for the appointment of a replacement operator-in-charge and provides the circumstances where a replacement operator-in-charge is not required.

10. To facilitate the processing of a PSEM supplier licence application, the applicant shall make a payment for the PSEM supplier licence fee as soon as possible upon receipt of a General Demand Note (GDN) issued by the Special Effects Licensing Unit (SELU). The payment methods are shown on the back page of the GDN. If the applicant would like to pay the fee by cash or crossed cheque, he/she should go to a convenience store or post office, where appropriate, to make the payment first and submit a copy of the payment receipt to the SELU staff for verification and filing before collecting the licence. A PSEM supplier licence may be issued subject to such terms and conditions as the Authority thinks fit.
11. It is an offence to offer any bribe or inducement to the staff of the Entertainment Special Effects Licensing Authority in return for favouritism in processing an application. Any such offer will result in the application concerned being cancelled and the case reported to the Independent Commission Against Corruption. Any offer by a person to assist in an application in return for an advantage should be reported to the Entertainment Special Effects Licensing Authority or the Independent Commission Against Corruption.
12. Enquiries may be directed to the Special Effects Licensing Unit of the Create Hong Kong:

Address: 39/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong.  
 Tel.: 2594 0465 or 2594 0466  
 Fax: 3101 0929  
 E-mail: esela@createhk.gov.hk

**Performance Pledge on  
Processing of Supplier Licence Applications**

<b><u>Type of Service</u></b>	<b><u>Processing Time</u></b>
Notification to applicants on the decision about fit and proper check	around 3 weeks
Issue of licences upon passing the fit and proper check and completion of all prelicensing requirements	3 working days

**Statement of Purpose of Providing Personal Data**

1. The personal data provided in this application will be used for the purpose of processing your application.
2. The personal data in this application may be disclosed to any relevant government departments and kept by these departments for the purpose of processing this application.
3. According to the Personal Data (Privacy) Ordinance, you have a right of access and correction with respect to the personal data provided in this application. Your right of access includes the right to obtain a copy of the personal data provided in this application.
4. Enquiries regarding the personal data collected on this application including checking and amendment of data may be directed to the Special Effects Licensing Unit of the Create Hong Kong.