

**ENTERTAINMENT SPECIAL EFFECTS LICENSING AUTHORITY (ESELA)**  
**Application Form for Renewal/Alteration of Special Effects Operator Licence**

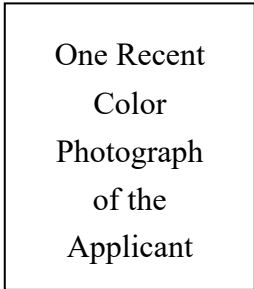
(Please read the Guidelines on Application before filling out this application form. You may provide further details in a blank sheet if the space provided is insufficient.)

**1. Details of the Applicant:**

Name: \_\_\_\_\_

Name in Chinese (if any): \_\_\_\_\_

HKIC No. /Passport No. (please attach copy): \_\_\_\_\_



Correspondence address: \_\_\_\_\_  
 \_\_\_\_\_

Tel. No. : \_\_\_\_\_  
 Mobile No. : \_\_\_\_\_  
 Fax No. : \_\_\_\_\_  
 E-mail : \_\_\_\_\_

**2. Renewal of Licence(s):**

- Special Effects Operator Class I (Stream A)
- Special Effects Operator Class II (Stream A)
- Special Effects Assistant (Stream A)
- Special Effects Operator (Stream A Short term)
- Special Effects Assistant (Stream A Short term)
- Special Effects Operator (Stream B)
- Special Effects Assistant (Stream B)
- Special Effects Operator (Stream B Short term)
- Special Effects Assistant (Stream B Short term)

**Licence No.**

\_\_\_\_\_  
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 \_\_\_\_\_  
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**3. Licence Replacement/Alteration (please attach old licence)**

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

Particulars to be altered: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**4. For short term licence applicants:**

Details of Special Effects Operator licence(s) or equivalent obtained elsewhere:

Type of Licence(s): \_\_\_\_\_ Expired on: \_\_\_\_\_

Issuing Authority: \_\_\_\_\_

Has any of these licence(s) been suspended or revoked:

- No
- Yes, (please give details) \_\_\_\_\_

**5. Declaration of the Applicant:**

I declare that:

- (i) if I have any criminal records or criminal charges pending court judgement after submitting an application or during the validity period of my licence, I will undertake to report to the Authority within one week upon having them.
- (ii) I 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 in support of this application are, to the best of my knowledge and belief, both true and correct.

Signature of the applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# Entertainment Special Effects Licensing Authority

## Guidelines on Application for Renewal/Alteration of Special Effects Operator Licence

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

1. Under section 5 of the Entertainment Special Effects Ordinance Cap. 560, no person shall use or cause or permit to be used any special effects materials without a special effects operator (SEO) licence.
2. Under section 6 of the Entertainment Special Effects Ordinance, an individual shall not be eligible to be issued with or to hold or continue to hold a special effects operator licence unless –
  - (a) he/she has attained the age of 18 years;
  - (b) he/she is a fit and proper person to be a licensed special effects operator;
  - (c) he/she possesses any prescribed qualifications and experience;
  - (d) he/she has passed any examinations or assessment; and
  - (e) he/she has complied with every other requirement prescribed by the Authority.
3. An applicant for renewal/replacement/alteration of SEO licence shall submit:
  - (a) the application form (Form 14);
  - (b) the authorisation form (Form 8) (except for Short Term licence applicants);
  - (c) a copy of the applicant's HK Identity Card or Passport;
  - (d) one recent colour photograph of size 1" x 1½" which should be taken within the last 6 months; and
  - (e) for Short Term licence applicants, a copy of their Special Effects Operator licence or pyrotechnic operator licence issued by another Authority.
4. In order to satisfy the Authority that the applicant is a fit and proper person to be a licensed special effects operator, applicants for licence renewal (except for Short Term licence applicants) 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.
5. Since the Police may take several weeks to complete the checking process, it is the applicant's responsibility to submit an application as early as practicable, and at least one month before the expiry of his/her licence(s). Please note that it is an offence to use any special effects materials after the expiry of your SEO licence(s) and before these licence(s) are successfully renewed.
6. Assessment is normally not required if an applicant applies for renewal of SEO licence within the first two years (or 6 months for renewal of Short term licences) after the expiry of the respective licence. However, there are circumstances that the Authority may require an applicant to go through an assessment. For these cases, an assessment fee (see para. 9 below) shall be payable.
7. It is advisable for the person holding a special effects operator licence to take out relevant liability insurance policies such as professional liability insurance. Please consult your agents if necessary.
8. To facilitate the processing of a renewal/alteration of special effects operator licence application, the applicant shall make a payment for the renewal/alteration of special effects operator licence fee as soon as possible upon receipt of a General Demand Note (GDN) issued by the Special Effects Licensing Section (SELS). 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 SELS staff for verification and filing before collecting the licence. For successful applications, the Authority may, upon payment of the fee specified in para. 9 below, renew the special effects operator licence for a period of two years (or not more than 6 months for Short term licences) subject to such terms and conditions, and the permitted scope of operation as the Authority thinks fit.

9. Fees for assessment/renewal/replacement/alteration of licences are prescribed in the Entertainment Special Effects (Fees) Regulation. Given below is a summary of the required fees:

<u>Type of Licence</u>	<u>Renewal Fee (\$)</u>	<u>Assessment Fee (\$)</u>
Special Effects Operator Class I (Stream A)	1,850	1,670
Special Effects Operator Class II (Stream A)	1,390	1,670
Special Effects Assistant (Stream A)	665	610
Special Effects Operator (Stream B)	1,670	1,670
Special Effects Assistant (Stream B)	665	610
Special Effects Operator (Stream A Short term)	1,850	1,670
Special Effects Assistant (Stream A Short term)	665	610
Special Effects Operator (Stream B Short term)	1,850	1,670
Special Effects Assistant (Stream B Short term)	665	610
Fee for Replacement/Alteration/Certified Copy		150

10. It is an offence to offer any bribe or inducement to the staff of the Special Effects Licensing Section 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 Authority or the Independent Commission Against Corruption.

**Performance Pledge on  
Processing of Special Effects Operator Licence Applications**

<u>Type of Service</u>	<u>Processing Time</u>
Notification to applicants on the decision about fit and proper check	around 3 weeks
Issue of licences upon passing the assessment and fit and proper check	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.

**Enquiry**

Enquiries regarding this application or the personal data collected on this application including checking and amendment of data may be directed to the Special Effects Licensing Section of the Cultural and Creative Industries Development Agency:

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