

# Application Form for the Use of the Designs of the National Flag, National Emblem, Regional Flag and Regional Emblem

## Information of the applicant and details of the application

(\* Please delete as appropriate.)

### 1. Information of applicant (organisation/group)

Chinese name: \_\_\_\_\_

English name: \_\_\_\_\_

Nature of organisation/group: ☐ Local organisation ☐ Sports ☐ Education ☐ Non-governmental organisation  
☐ Others (please indicate): \_\_\_\_\_

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

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

### 2. Information of contact person

Name: (Mr/Mrs/Miss/Ms)\* \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

### 3. Application category

(Please put a "✓" in the appropriate box(es) ☐ (Can choose more than ONE item)

#### 3.1 Design category

☐ Design of the national flag ☐ Design of the national emblem ☐ Design of the regional flag  
☐ Design of the regional emblem ☐ Bauhinia design

#### 3.2 Use of design

☐ Event backdrop/electronic backdrop/banner/video\* (please fill in item 4.1) ☐ Uniform (please fill in item 4.2)

☐ Photo(s)/video(s) featuring the event backdrop/electronic backdrop/banner/video/uniform items\* on organisation website, social media and/or news media (please fill in item 5)

☐ Others (please specify) (please fill in item 4.3) \_\_\_\_\_

### 4. Details of application (Please fill in items 4.1, 4.2 and/or 4.3 as necessary)

#### 4.1 Event backdrop/electronic backdrop/banner/video

Name of event: \_\_\_\_\_

Purpose of event: ☐ Community ☐ Cultural/Sports/Recreational ☐ Youth/Women Affairs/Civic Education  
☐ Charity ☐ Environmental Protection ☐ Others (please indicate): \_\_\_\_\_

Is the event concerned funded by the Government ☐ Yes ☐ No  
(If so, please name the funding bureau/department) : \_\_\_\_\_

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

Time: \_\_\_\_\_  
 Venue: \_\_\_\_\_ (Indoor/outdoor venue\*)  
 Co-organiser  
 (if applicable): \_\_\_\_\_

Measurements of the design of the  
 national flag/national emblem\*: (Length) \_\_\_\_\_ (Height) \_\_\_\_\_  
 Measurements of the design of the  
 regional flag/regional emblem/bauhinia\*: (Length) \_\_\_\_\_ (Height) \_\_\_\_\_  
 Measurements of the event backdrop/  
 electronic backdrop/banner\*: (Length) \_\_\_\_\_ (Height) \_\_\_\_\_  
 Measurements of other logos: (Length) \_\_\_\_\_ (Height) \_\_\_\_\_

## 4.2 Uniform

### Details of event/competition

(If applying for using a uniform printed with the design of the regional flag/regional emblem/bauhinia in **more than one** event/competition, please use the 'List of Events/Competitions' in **Annex** to provide details of each event/competition.)

Name of event/competition: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Venue: \_\_\_\_\_  
 Organiser: \_\_\_\_\_

Type of uniform (Please put a "✓" in the appropriate box(es) ☐ (Can choose more than ONE item)

☐ T-shirt (Quantity: \_\_\_\_\_) ☐ Polo shirt (Quantity: \_\_\_\_\_) ☐ Vest (Quantity: \_\_\_\_\_)  
☐ Jacket (Quantity: \_\_\_\_\_) ☐ Trousers (Quantity: \_\_\_\_\_) ☐ Shorts (Quantity: \_\_\_\_\_)  
☐ Sweatshirt (Quantity: \_\_\_\_\_) ☐ Jerseys (Quantity: \_\_\_\_\_) ☐ Swimsuits (Quantity: \_\_\_\_\_)  
☐ Others (please specify) \_\_\_\_\_

Measurements of the design of the regional flag: (Length) \_\_\_\_\_ (Height) \_\_\_\_\_  
 Measurements of the design of the regional emblem: (Length) \_\_\_\_\_ (Height) \_\_\_\_\_  
 Measurements of the bauhinia design: (Length) \_\_\_\_\_ (Height) \_\_\_\_\_  
 Measurements of other logos: (Length) \_\_\_\_\_ (Height) \_\_\_\_\_

### Background information of applying organisation/group

(Please put a "✓" in the appropriate boxes ☐)

Yes

No

Is it a member of any international/Asian organisations or the Sports  
 Federation and Olympic Committee of Hong Kong, China?

☐
☐

(If so, please name the organisation:

\_\_\_\_\_)

	Yes	No
Is it receiving government funding? (If so, please name the funding bureau/department: _____)	<input type="checkbox"/>	<input type="checkbox"/>
Is the event/competition concerned funded by the Government? (If so, please name the funding bureau/department: _____)	<input type="checkbox"/>	<input type="checkbox"/>
Has it been funded by the Government to participate in any event(s)/ competition(s) before? (If so, please name the funding bureau/department: _____)	<input type="checkbox"/>	<input type="checkbox"/>
Is it sponsored by any organisation to participate in the event/competition applied for herein? (If so, please provide details of the sponsoring organisation: _____)	<input type="checkbox"/>	<input type="checkbox"/>
Is it the only organisation/group that sends members to represent Hong Kong, China to participate in the event(s)/competition(s) applied for herein?	<input type="checkbox"/>	<input type="checkbox"/>

#### 4.3 Others

Purpose of use: \_\_\_\_\_

Date of use: \_\_\_\_\_

Measurements of the design of the  
national flag/national emblem/regional  
flag/regional emblem/bauhinia\*: (Length) \_\_\_\_\_ (Height) \_\_\_\_\_

Measurements of other logos: (Length) \_\_\_\_\_ (Height) \_\_\_\_\_

5. If photo(s) / video(s) featuring the event backdrop / electronic backdrop / banner / video(s) / uniform items will be used on **organisation website/social media and/or news media**, please specify the usage below and ensure that –

- the design of the national flag, national emblem, regional flag, regional emblem or the bauhinia design shall be **fully** shown in the photo(s) or video(s), and shall **not** be covered by anything (including subtitles, graphics, caption, etc); and
- the photo(s) / video(s) concerned shall not be used in any way that undermines the dignity of the national flag, national emblem, regional flag, regional emblem.

☐ Organisation Website      ☐ Social Media Platform      ☐ Press Release      ☐ Publications

☐ Others (please specify) – \_\_\_\_\_

6. Please provide below relevant supplementary information, if any.

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\_\_\_\_\_  
\_\_\_\_\_

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**Declaration of Application**


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7. I declare that the organisation/group will use the designs of the national flag, national emblem, regional flag and regional emblem in accordance with the provisions of the National Flag and National Emblem Ordinance and the Regional Flag and Regional Emblem Ordinance, and will not use them in any way that undermines the dignity of the national flag, national emblem, regional flag and regional emblem.
8. I declare that the information provided in this application form, the documents submitted, and all statements and declarations made in respect of the application by the representatives of the organisation/group are true and correct. The organisation/group understands that if it wilfully gives any false information or withholds any material information when completing this application form, or fails to notify the Administration Wing of any subsequent change of the information provided, it will render the application refused or revoked, and future applications may also be affected.
9. By signing below, I declare that I have carefully read and understood the Application Guidelines for the Use of the Designs of the National Flag, National Emblem, Regional Flag and Regional Emblem, and the organisation/group is fully aware of the Guidelines.

Signature of applicant: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Post of applicant: \_\_\_\_\_

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

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**Application Time**


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**Generally speaking, replies will be given within 30 days after receipt of all required documents.** Applications relating to uniform and more complicated applications will require a longer processing time. A person who wishes to apply to use the national flag, national emblem, regional flag, regional emblem or their designs **should submit the application as soon as possible and well in advance of the event concerned. We do not guarantee completion of the approval process if applications and all required documents are not received 30 days prior to the conduct of the event.**

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**Required Documents**


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**Please submit the following documents together with the application form. Applications with incomplete submissions may not be entertained.**

Application relating to event backdrop/electronic backdrop/banner/video

1. Background information of the applying organisation/group (e.g. date of establishment, organisational structure, etc.)
2. High-resolution design drawings or video files and screenshots of the event backdrop/electronic backdrop/banner (please email the files in JPG or PDF formats to [flags&emblems@csso.gov.hk](mailto:flags&emblems@csso.gov.hk)) which the design of the national flag, national emblem, regional flag or regional emblem must be clearly shown when the design drawings are enlarged. The file size should exceed 2MB in general.
3. Event rundown
4. List of officiating guests for the event

Application relating to uniform

1. Background information of the applying organisation/group (e.g. date of establishment, organisational structure, etc.)
2. High-resolution design drawings of the uniform (please email the files in JPG or PDF formats to [flags&emblems@csso.gov.hk](mailto:flags&emblems@csso.gov.hk)) which the design of the national flag, national emblem, regional flag or regional emblem must be clearly shown when the design drawings are enlarged. The file size should exceed 2MB in general.

### Other applications

1. Background information of the applying organisation/group (e.g. date of establishment, organisational structure, etc.)
2. High-resolution design drawings (please email the files in JPG or PDF formats to [flags&emblems@csso.gov.hk](mailto:flags&emblems@csso.gov.hk)) which the design of the national flag, national emblem, regional flag or regional emblem must be clearly shown when the design drawing are enlarged. The file size should exceed 2MB in general.
3. Detailed description of the application

*Apart from the above documents, the Administration Wing may, depending on individual circumstances, request other supplementary information or documents from the organisation/group to assist in the vetting and approval of the application.*

Applying for the Use of the Designs of the National Flag, National Emblem,  
Regional Flag and Regional Emblem in Uniforms

List of Events/Competitions  
(if applied for more than one event/competition)

Name of event/ competition	Date of event/ competition	Venue of event/ competition	Organiser of event/ competition	Government-funded or not to participate in the event/competition (please specify)