

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

### **Application procedure**

1. A person is required to make a prior application to the Administration Wing and secure its prior approval for the use of the national flag, national emblem, regional flag or regional emblem or their designs in connection with any trade, calling or profession, or the logo, seal or badge of any non-governmental organisations. The application should be made in writing.
2. The applicant should submit a completed **Application Form for the Use of the Designs of the National Flag, National Emblem, Regional Flag and Regional Emblem together with the required documents, including the design drawings**, by email to [flags&emblems@csso.gov.hk](mailto:flags&emblems@csso.gov.hk), or by post/in person to the Administration Wing, Chief Secretary for Administration's Office, 25/F, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (please send the design drawings to the above email address or a USB flash drive to the above address by post/in person).
3. If there is not enough space to fill in all information, additional information can be provided on plain paper attached to the application form. For applications by email, the additional information can be submitted with the application form as attachments.
4. **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.**
5. Successful applicant will receive the Administration Wing's confirmation notification by email.

**Points to note in using the design of the national flag, national emblem, regional flag or regional emblem**

In using the national flag, national emblem, regional flag or regional emblem in its design drawings, **the applicant must ensure compliance of the design with the following guidelines:**

- i. the length/height ratio of the design of the national flag or regional flag shall be 3 to 2;
- ii. the use of the design of the national flag, national emblem, regional flag or regional emblem shall strictly comply with the respective specifications as stipulated in the National Flag and National Emblem Ordinance and the Regional Flag and Regional Emblem Ordinance;
- iii. the design of the national flag, national emblem, regional flag or regional emblem should be placed at an appropriate and a more prominent position (such as the designs of the flags and emblems shall be visibly larger than other logos by length and height, visibly higher than other logos or texts, and shall be clearly shown); and
- iv. when the designs of the national flag and regional flag are used at the same time, the design of the national flag shall be placed at a higher or a more prominent position. The design of the regional flag shall be smaller than the design of the national flag, with the design of the national flag on the right and the design of the regional flag on the left. For the use of the national flag and the regional flag inside a building, the “left” and “right” sides of the flags are ascertained by reference to a person standing with his back to the backing wall of the flags and looking forward. For the use of the national flag and the regional flag outside a building, the “left” and “right” sides of the flags are ascertained by reference to a person standing in front of the building and looking towards the front entrance of the building.

### **Points to note for prohibition on certain uses of the flags and emblems**

1. All individuals and organisations should respect the national flag, national emblem, regional flag and regional emblem. As such, flags and emblems must not be displayed or used in any way that undermines their dignity.
2. The national flag, national emblem, regional flag, regional emblem or their designs must not be displayed or used in trademarks, registered designs or commercial advertisements.
3. The national flag or its design must not be displayed or used in private funeral activities, and the national emblem or its design must not be displayed or used in products in everyday life and furnishings or ornaments in everyday life, or private activities of celebration or condolence.
4. Except with the prior approval of the Chief Executive, the regional flag, the regional emblem or their designs must not be displayed or used in funeral activities.
5. It is an offence to use the flags or emblems contrary to the prohibitions set out in 2, 3 and 4 above. A person commits an offence if the person publicly and intentionally desecrates the national flag, national emblem, regional flag or regional emblem by burning, mutilating, scrawling on, defiling or trampling on it or its image or in any other way.
6. For details of the offence provisions, please refer to the National Flag and National Emblem Ordinance (Instrument A401), Regional Flag and Regional Emblem Ordinance (Instrument A602), and the Stipulations for the Display and Use of the National Flag and National Emblem and the Regional Flag and Regional Emblem.

**The designs of the national flag, national emblem, regional flag and regional emblem can be downloaded from the Protocol Division's website:**  
<https://www.protocol.gov.hk/en/flags-emblems-anthem.html>

**Examples of the Use of the designs of the National Flag and Regional Flag on publicity items / printed materials for events can be viewed from the Protocol Division's website:**  
<https://www.protocol.gov.hk/en/proh/proh.html#guidelines>

### **Personal information collection statement**

The personal data collected in this application form will be used for processing this application. The same data will also be forwarded to other government bureaux/departments for the purpose of processing this application.

### **Enquiries**

For enquiries, please contact us at 2525 5477 or via email to [flags&emblems@csso.gov.hk](mailto:flags&emblems@csso.gov.hk).

Administration Wing  
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