

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

(A) Application procedure and processing time

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. (see [Stipulations for the Display and Use of the National Flag and National Emblem and the Regional Flag and Regional Emblem](#) (with hyperlinks)).
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 (“Application Form”)** (see Annex) together with the required documents, including the design drawings, by email to 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. A person who wishes to apply to use the national flag, national emblem, regional flag, regional emblem or their designs in the production/printing of the item(s) or uniform concerned should submit **the application and required documents at least 30 days before the production/printing of the item(s) or uniform concerned**. The processing time of the application is subject to the nature of the application and whether consultation with relevant policy bureaux/departments is required. Generally speaking, replies will be given within 30 days after receipt of **the application, all required documents and supplementary information (if applicable)**. Applications relating to uniform and more complicated applications will require longer processing time. **The application shall not be deemed as approved unless the applicant has received a written reply from the Administration Wing.**
5. The Administration Wing will notify the application result by email.

(B) 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:**

1. the length/height ratio of the design of the national flag or regional flag shall be 3 to 2;
2. 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;
3. 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
4. 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.

(C) 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.
6. 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. Also, a person commits an offence if, with intent to desecrate the national flag, national emblem, regional flag or regional emblem, the person intentionally publishes a desecration of 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.
7. 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](#) (with hyperlinks).

(D) Reference materials

1. 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/tc/flags-emblems-anthem.html>
2. 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/tc/proh/proh.html#guidelines>

(E) Personal information collection statement

1. The personal data provided by the applicant in connection with the application will be used by the Administration Wing in processing the application concerned. The provision of personal data by the applicant is voluntary. However, if the applicant does not provide sufficient information, the Administration Wing may not be able to process the application concerned.
2. For the purpose stated above, the same data may also be forwarded to other government bureaux/departments with a view to processing the application.

3. The applicant has the right to request access to, and to request the correction of, the personal data provided in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests should be made in writing to the Administration Wing –

Administration Wing, Chief Secretary for Administration's Office
25/F, Central Government Offices,
2 Tim Mei Avenue, Tamar, Hong Kong
[Attn.: Executive Officer(General)2]
Tel. no.: 2525 5477
Fax no.: 2804 6552
Email: flags&emblems@csso.gov.hk

(F) Enquiries

For enquiries, please contact us at 2525 5477 or via email to flags&emblems@csso.gov.hk .

Administration Wing
March 2026

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

(A) 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
(Please put a "✓" in the
appropriate box)

Local organisation Sports Education Non-governmental
organisation
 Others (please indicate): _____

Date of establishment of
organisation / group: _____

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)

Others (Please specify) (please fill in item 4.3) _____

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)

4. **Details of application (Please fill in items 4.1, 4.2 and/or 4.3 as necessary, and submit the required documents. Please see Part C of the application form for further details of the required documents.)**

4.1 Event backdrop/electronic backdrop/banner/video

- (i) Required time for production/ printing of item(s) below: _____ day(s)/month(s)*
- (ii) Name of event: _____
- (iii) Purpose of event: Community Cultural/Sports/Recreational Youth/Women/Affairs/Civic Education
(Please put a "✓" in the appropriate box) Charity Environmental Protection Others (please indicate): _____
- (iv) Is the event concerned funded by the Government Yes No
(Please put a "✓" in the appropriate box)
- (If so, please name the funding bureau/department) : _____
- (v) Date: _____
- (vi) Time: _____
- (vii) Venue: _____ (Indoor/outdoor venue*)
- (viii) Co-organiser (if applicable): _____
- (ix) Measurements of the design of the national flag/national emblem*: _____ (Length) _____ (Height)
- (x) Measurements of the design of the regional flag/regional emblem/bauhinia*: _____ (Length) _____ (Height)
- (xi) Measurements of the event backdrop/electronic backdrop/banner*: _____ (Length) _____ (Height)
- (xii) Measurements of other logos: _____ (Length) _____ (Height)

4.2 Uniform

4.2.1 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 **Appendix** to provide details of each event/competition.)

- (i) Required time for production of uniform: _____ day(s)/month(s)*
- (ii) Name of event/competition: _____
- (iii) Date: _____
- (iv) Venue: _____
- (v) Nature and scale of the event/competition (Please put a "✓" in the appropriate box(es)) (Can choose more than ONE item)
- Hong Kong/Macau/Greater Bay Area games
- National games
- Asian games
- International games
- Others (please indicate) _____

(vi) Name of organiser : _____

(vii) Is the organiser affiliated to the following sports committee or association
(Please put a "✓" in the appropriate box(es))

Sports Federation & Olympic Committee of Hong Kong, China

Local sports association _____)
(please indicate the name of the sports association)

Others (please indicate: _____)

Not applicable

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

- (i) T-shirt (Quantity: _____) Polo shirt (Quantity: _____) Vest (Quantity: _____)
 Jacket (Quantity: _____) Trousers (Quantity: _____) Shorts (Quantity: _____)
 Sweatshirt (Quantity: _____) Jerseys (Quantity: _____) Swimsuits (Quantity: _____)
 Others (please specify) _____ (Quantity: _____)

(ii) Measurements of the design of the regional flag: (Length) _____ (Height) _____

(iii) Measurements of the design of the regional emblem: (Length) _____ (Height) _____

(iv) Measurements of the bauhinia design: (Length) _____ (Height) _____

(v) Measurements of other logos: (Length) _____ (Height) _____

4.2.3 Background information of applying organisation/group

(Please put a "✓" in the appropriate box(es))

- | | Yes | No |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| (i) 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: _____) | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii) Is it receiving government funding?
(If so, please name the funding bureau/department: _____) | <input type="checkbox"/> | <input type="checkbox"/> |
| (iii) Is the event/competition concerned funded by the Government?
(If so, please name the funding bureau/department: _____) | <input type="checkbox"/> | <input type="checkbox"/> |
| (iv) 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"/> |

- (v) Is it sponsored by any organisation to participate in the event/competition applied for herein?
 (If so, please provide details of the sponsoring organisation:
 _____)
- (vi) 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?

4.3 Others

- (i) Required time for production/printing of the item(s) below: _____ day(s)/month(s)*
- (ii) Item(s): _____
- (iii) Purpose of use: _____
- (iv) Date of use: _____
- (v) Measurements of the design of the national flag/national emblem/regional flag/regional emblem/bauhinia*: (Length) _____ (Height) _____
- (vi) 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

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

Organisation Website Social Media Platform Press Release Publications

Others (please specify : _____)

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

(B) Application and Processing Time

A person who wishes to apply to use the national flag, national emblem, regional flag, regional emblem or their designs in the production/printing of the item(s) or uniform concerned should submit the application and required documents **at least 30 days before the production/printing of the item(s) or uniform concerned**. The processing time of the application is subject to the nature of the application and whether consultation with relevant policy bureaux/departments is required. Generally speaking, replies will be given within 30 days after receipt of **the application, all required documents and supplementary information (if applicable)**. Applications relating to uniform and more complicated applications will require longer processing time. **The application shall not be deemed**

as approved unless the applicant has received a written reply from the Administration Wing. The Administration Wing will notify the application result by email.

(C) Required Documents

Please submit the following documents together with the application form. Applications not accompanied with the required documents and supplementary information may not be entertained.

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

- (i) Background information of the applying organisation/group (e.g. date of establishment, organisational structure, etc.);
- (ii) 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@cso.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;
- (iii) Event rundown; and
- (iv) List of officiating guests for the event.

Application relating to uniform

- (i) Background information of the applying organisation/group (e.g. date of establishment, organisational structure, etc.); and
- (ii) High-resolution design drawings of the uniform (please email the files in JPG or PDF formats to flags&emblems@cso.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

- (i) Background information of the applying organisation/group (e.g. date of establishment, organisational structure, etc.);
- (ii) High-resolution design drawings (please email the files in JPG or PDF formats to flags&emblems@cso.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; and
- (iii) 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.

(D) Declaration of Application

1. 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 (“Ordinances”), and will not use them in any way that undermines the dignity of the national flag, national emblem, regional flag or regional emblem.
2. 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.
3. By signing below, I, on behalf of the organisation/group, declare that I have carefully read and understood the two Ordinances, the Stipulations for the Display and Use of the National Flag and National Emblem and the Regional Flag and Regional Emblem (“Stipulations”), and the Application Guidelines for the Use of the Designs of the National Flag, National Emblem, Regional Flag and Regional Emblem (“Application Guidelines”), and the organisation/group is fully aware of the relevant Ordinances/Stipulations/Application Guidelines.

4. The organisation/group understood that the application shall not be deemed as approved until and unless a written reply from the Administration Wing has been received, and noted that a person who without approval, lawful authorisation or reasonable excuse displays or uses the national flag, national emblem, regional flag, regional emblem or their designs contrary to Sections 6 of the above Ordinances commits an offence.

Signature of applicant: _____
Name of applicant: _____
Post of applicant: _____
Date: _____

Applying for the Use of the Designs of the National Flag, National Emblem,
Regional Flag and Regional Emblem in Uniforms
(item 4.2.1 of application form)

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

Name of event /competition	Date of event/competition	Venue of event/competition	Nature and scale of the event/competition 1. Hong Kong/Macau/ Greater Bay Area games 2. National games 3. Asian games 4. Others (please specify)	Organiser of event/competition	Is the organiser affiliated to the following sports committee or association 1. Sports Federation & Olympic Committee of Hong Kong, China 2. Local sports association (please indicate the name of the sports association) 3. Others 4. Not applicable