

***APPLICATION FOR KEEPING PHOTOCOPIES FOR AN EXTENDED PERIOD***

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**Licensee Details - To be completed by Licensee**

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Name of Licensee : \_\_\_\_\_

Reference No. of the Licence granted by The Hong Kong Copyright Licensing Association Limited (“Original Licence”): \_\_\_\_\_

To: The Hong Kong Copyright Licensing Association Limited (“HKCLA”):

1. Unless the context otherwise requires, terms which are not otherwise defined in this application form shall have the meaning ascribed to them in the Original Licence.
2. We acknowledge that under Clause 4 of the Terms and Conditions, we are not allowed to keep in our possession, power, custody or control any Photocopy for more than six (6) months after the date when such Photocopy is made, and hereby agree to shred, deface or destroy all Photocopies so as to render their contents illegible or unusable by any party.
3.  (\*Please tick if appropriate). We now understand that notwithstanding Clause 4 of the Terms and Condition, you are prepared to allow us, without any additional charge, to retain among the Photocopies made during each term of the Original Licence, not more than 30 Articles and not more than 2 copies of each such Article in respect of each Selected Publication until the termination of the Original Licence. We would now like to apply for such permission, and acknowledge that you may withdraw such permission by not less than 30 days’ written notice at any time to us, which withdrawal shall take effect at the end of the term during which the notice is given.
4.  (\*Please tick if appropriate). We further wish to apply for a permission to, in respect of each Selected Publication that we have ticked in the table on page 2 of this application form (“Publications”), retain certain Photocopies which were made pursuant to the Original Licence during the term(s) as described in the table, for the period until the end of the Current Term, notwithstanding Clause 4 of the Terms and Conditions. We understand that without prejudice to our rights under the Licence, we may not in any event retain Photocopies of more than 1,200 Articles of each Publication (taking into account the 30 Articles referred to above). In consideration of your extending the period that we may retain the Photocopies as applied, we will agree to you, in addition to the fee payable under the Original Licence, the annual fees calculated in accordance with the tariff set out in this application form.

**Publication**  
(please tick the appropriate boxes)

**Photocopies retained during the Current Term**

	Less than 600 Articles (including the 30 Articles at no extra charge) at HK\$2,684 per Publication	More than 600 Articles but no more than 1,200 Articles (including the 30 Articles at no extra charge) at HK\$8,099 per Publication
am730	<input type="checkbox"/>	<input type="checkbox"/>
China Daily Hong Kong Edition 中國日報香港版	<input type="checkbox"/>	<input type="checkbox"/>
Headline Daily 頭條日報	<input type="checkbox"/>	<input type="checkbox"/>
Hong Kong Commercial Daily 香港商報	<input type="checkbox"/>	<input type="checkbox"/>
Hong Kong Economic Journal 信報	<input type="checkbox"/>	<input type="checkbox"/>
Hong Kong Economic Times 香港經濟日報	<input type="checkbox"/>	<input type="checkbox"/>
Lion Rock Daily 香港仔	<input type="checkbox"/>	<input type="checkbox"/>
Ming Pao Daily News 明報	<input type="checkbox"/>	<input type="checkbox"/>
Sing Pao 成報	<input type="checkbox"/>	<input type="checkbox"/>
Sing Tao Daily 星島日報	<input type="checkbox"/>	<input type="checkbox"/>
South China Morning Post 南華早報 & Sunday Morning Post	<input type="checkbox"/>	<input type="checkbox"/>
The Standard 英文虎報	<input type="checkbox"/>	<input type="checkbox"/>
Ta Kung Pao 大公報	<input type="checkbox"/>	<input type="checkbox"/>
Wen Wei Po 文匯報	<input type="checkbox"/>	<input type="checkbox"/>

Total Fees for the Current Term: \_\_\_\_\_

5. We undertake that we will keep the said Photocopies in our safe custody, and acknowledge that all such Photocopies shall be kept for Internal Reference only and shall be subject to the Terms and Conditions except as expressly provided herein.
  
6. Save and except as expressly provided herein, in the event of any inconsistency and/or conflict between the terms of this application form and the terms of the Original Licence, the terms of the Original Licence shall prevail and HKCLA reserves its right to interpret the terms of such inconsistency and/or conflict and HKCLA's decision shall be final and conclusive.
  
7. Please endorse this application form if you accept our application.

Signed by or on behalf of the Licensee: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_ Position: \_\_\_\_\_

*(Please apply the Company Chop, if applicable)*

**CONFIRMATION OF EXTENSION - TO BE COMPLETED BY HKCLA**

To:

The Hong Kong Copyright Licensing Association Limited hereby confirms that, with effect from the date of the application form submitted by you and subject to the terms and conditions set out or referred to in the application form, you are allowed to, notwithstanding Clause 4 of the Terms and Conditions granted to you, retain certain Photocopies made pursuant to the Original Licence. The number of Photocopies of Articles from the Publication indicated in the application form and the relevant period that you may retain are as set out in the application form.

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The Hong Kong Copyright Licensing Association Limited

Date: