

## 劇本及片名登記申請表 Film Script & Title Registration Form

內部填寫 Internal use	收件日期： / /	登記編號： FS / / / R /	登記生效日： / /	登記有效期至： / /
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請於適當方格內填上「✓」號。Please tick ✓ as appropriate.

新登記 New Registration  續期 Renewal (登記編號 Registration No. : \_\_\_\_\_)

### 1. 申請者資料 Applicant's information

個人名義申請 Individual Application

申請人姓名 Name of Applicant in Chinese (中) \_\_\_\_\_

Name of Applicant in English (英) \_\_\_\_\_

香港身份證號碼 HK ID No. \_\_\_\_\_ ( ) (請夾附身分證副本)

公司名義申請 Company Application

公司名稱 Company Name in Chinese (中) \_\_\_\_\_

Company Name in English (英) \_\_\_\_\_

商業登記證編號 Business Registration No. \_\_\_\_\_ (請夾附商業登記證副本)

### 2. 通訊資料 Contact Information

聯絡人姓名 Name of Contact Person \_\_\_\_\_

聯絡人職銜 Title of Contact Person (if applicable 如適用) \_\_\_\_\_

電話 Phone \_\_\_\_\_ 傳真 Fax \_\_\_\_\_

電郵 Email \_\_\_\_\_

通訊地址 Correspondence Address \_\_\_\_\_

### 3. 擬登記資料 Information Intended to Register

擬登記項目 Intended Registration Items (可提交多於一項 More than one item can be submitted)

故事大綱 Synopsis  劇本 Full Script  分場劇本 Scene Breakdown

分鏡劇本 Shooting Script  其他 Others (請註明 please specify) : \_\_\_\_\_

劇本創作人姓名 Name of Screenplay Writer(s) \_\_\_\_\_

中文片名 Film Title in Chinese \_\_\_\_\_

英文片名 Film Title in English \_\_\_\_\_

註：中、英文片名必須於同一申請中登記辦理，任何後加片名將當作重新申請論，需另繳登記費用。

Remark: Chinese and English film titles shall be registered in the same application, otherwise, any later add-on film titles will be considered as a new application.

#### 4. 推薦人 Referee

(本申請必須由一位下列屬會會員作推薦人並簽署，否則將不獲受理。)

(This application MUST be referred and signed by one of the members of below associations. Otherwise, the application will not be processed.)

##### 推薦人所屬協會 Affiliation of Referee :

- 香港電影導演會 Hong Kong Film Directors' Guild       香港電影編劇家協會 Hong Kong Screenwriters' Guild
- 香港專業電影攝影師學會 HK Society of Cinematographers       香港電影美術學會 HK Film Arts Association
- 香港演藝人協會 HK Performing Artistes Guild       香港電影燈光協會 HK Cinematography Lighting Association
- 香港動作特技演員公會 Hong Kong Stuntman Association       香港電影剪輯協會 Society of Film Editors (HK)
- 香港電影作曲家協會 Hong Kong Film Composers' Association
- 香港電影副導演會 Hong Kong Film Assistant Directors' Association
- 香港電影製作行政人員協會 HK Movie Production Executives Association
- 香港電影後期專業人員協會 The Association of Motion Picture Post Production Professionals
- 香港電影視覺特效協會 Hong Kong Visual Effects Association
- 香港影視聲畫製作協會 Hong Kong Association for Pictures and Sound Production

推薦人姓名

Name of Referee

推薦人簽署

Signature of Referee

聯絡電話 Contact No.

(僅供本申請使用 For application process only)

#### 5. 繳費資料 Payment Details

(i) 登記費用為港幣壹仟伍佰元正，登記年期由生效日開始起為期十年。

Registration Fee: HK\$1,500 valid for TEN years from the effective date.

(ii) 登記費請以支票支付，支票抬頭請註明「香港電影工作者總會有限公司」。

Please make cheque payable to "Federation of Hong Kong Filmmakers Limited".

(iii) 如欲查詢其他付款方式，請以電郵與秘書處聯絡。

For other payment methods, please contact the Secretariat via email.

支票號碼 Cheque No.	銀行名稱 Name of Bank	支票金額 Amount of Payment
		HKD

#### 6. 聲明 Declaration

\*本人/本公司確認經已細閱及明白本表格附載之申請須知，並同意遵守所述的規則。

\* I / Our company acknowledge and understand the enclosed application notes and agree to follow the rules and regulations stated.

申請人/授權代表簽署

Signature of Applicant / Authorized Signatory

公司蓋章(如適用)

Company Chop (if appropriate)

日期

Date

【附件一】

(★於表格第3部份列出之每位創作人均需個別填寫一份確認書。如創作人多於一位，可自行覆印本頁填寫。)

**劇本及片名登記服務—劇本創作人確認書**  
**Acknowledgement Letter by Screenplay Writer**

茲確認本人 (創作人姓名) \_\_\_\_\_  
(香港身份證號碼: \_\_\_\_\_) 為 (劇本名稱) \_\_\_\_\_  
\_\_\_\_\_ 之原創人 / 原創人之一<sup>#</sup>。本人謹此聲明，對  
於 (申請人姓名 / 公司名稱<sup>#</sup>) \_\_\_\_\_  
\_\_\_\_\_ 向香港電影工作者總會遞交申請登記上述劇本並無任何異  
議。

I, (Name of Creator) \_\_\_\_\_ (HK ID No. \_\_\_\_\_),  
as the creator / one of the creators<sup>#</sup> of the screenplay (Name of Script) \_\_\_\_\_  
\_\_\_\_\_, hereby declare that I do not have any  
objection to the script registration application submitted by (Name of  
Applicant / Company<sup>#</sup>) \_\_\_\_\_ for the  
above-named script.

# 刪去不適用者 Please delete if inapplicable.

\_\_\_\_\_  
原創人簽名  
Signature of Creator

\_\_\_\_\_  
原創人姓名正楷  
Name of Creator

\_\_\_\_\_  
日期 Date

### 申請須知 Application Notes

1. 申請者可選擇以個人或公司名義申請，並須提供香港身份證或公司商業登記證副本。兩者一切權利與責任完全相同。
2. 登記費用為港幣壹仟伍佰元正，登記年期由生效日開始起計，為期十年。申請一經接納，登記費恕不退還。
3. 申請者可為同一故事的大綱、劇本、分場劇本及／或分鏡劇本進行登記，惟必須於同一時間辦理。任何後加項目將當作重新申請論，需另繳登記費用。
4. 所有登記需由一位香港電影工作者總會（以下簡稱「本會」）屬會會員推薦，屬會名單已詳列於申請表「4. 推薦人」一欄，否則將不獲受理。
5. 如申請者並非擬登記劇本之原創作者，則需同時提交「創作人確認書」，以確認該劇本之原創作者知悉有關申請。
6. 本會保留否決申請權利而無須向申請者作出解釋，被否決的申請將可獲退回登記費。
7. 登記完成後，如登記人欲將登記權益轉讓予第三方，原登記人必須向本會提交書面通知，獲轉讓之第三方需填妥申請表格及重新繳交港幣壹仟伍佰元正之登記費。本會於接獲通知後，原登記之有效期將即時屆滿，同時更新登記至獲轉讓之第三方名下，登記年期由更新生效日開始起計，為期十年。

1) Application can be under an individual or a company, an ID copy / a BR copy should be submitted herewith the application form. 2) Once the application is completed, the registration fee of HK\$1,500 is not refundable in any condition. 3) All items for registration marked in Part 3 shall be submitted at the same time, any later add-on items will be considered as a new application. 4) Application MUST be referred and signed by one of the members of our association members listed in Part 4 of the application form. Otherwise, the application will not be processed. 5) If the applicant is not the original creator of the screenplay, a letter of confirmation filled and duly signed by the original creator shall be enclosed. 6) The Federation of Hong Kong Filmmakers Limited reserves the final right to decline any application without explanation, and the registration fee would be refundable under this condition. 7) A written notification shall be provided to the Federation if the applicant would like to transfer the right to a designated third party. The original registration would be ceased immediately. Meanwhile, the designated third party shall submit a completed application form and registration fee for re-registration.

### 申請程序 Application Procedure

1. 請填妥此申請表，連同申請者之香港身份證或商業登記證副本、劇本登記費用支票港幣壹仟伍佰元正（恕不接受現金，支票抬頭請見申請表第 5 部份），郵寄至本會，信封面註明：「劇本及片名登記申請」。
2. 本會收妥表格及支票，並確定資料齊全後，將以電郵向申請者發出通知。
3. 申請者於收到電郵通知後，需準備一式兩份擬登記之劇本等項目之列印本，以兩個公文袋獨立妥善密封包裝後，將「劇本資料單」分別貼於郵包封面以茲識別，以掛號形式郵寄至本會。
4. 本會將於收妥一式兩份之登記項目後五個工作天內，以平郵及電郵發出書面確認信至申請者提供之聯絡地址，有關申請方為完成。
5. 申請表於遞交後半年內有效，本會如於限期過後仍未收到登記項目掛號郵件，申請將作廢，申請費用恕不發還。

1) Please complete the form and submit by post to the Federation with the applicant's ID copy / BR copy and a cheque of HK\$1,500 for registration fee. 2) The Federation will issue an acknowledgement by e-mail once receiving the application form. 3) After receiving the acknowledgement, the Applicant shall return 2 sets of sealed scripts / items intended to register by TWO separated registered mails. 4) The Federation will confirm your application within 5 working days by both e-mail and surface mail after receiving the sealed items. 5) Application will be void once the Federation have not received the registered items by mail 6-month after the application submission date. Application fee will not be returned.

### 特別注意事項 Special Notes

1. 本會並非法律仲裁機構，但電影總會將以其公信力及影響力，為該登記擔任時間証人。
2. 為確保劇本保密，本會不會於登記生效期間開封掛號郵件，故申請者有責任確保郵件內容與登記項目相同，以保障申請者日後權益。
3. 如有需要本會擔任時間証人，申請者必須於至少三個工作天前向本會提出書面通知，相關劇本開封程序將由本會決定及執行。
4. 如本會於該登記有效期屆滿後三個月內並未收到續期申請，本會保留自行處理及銷毀已逾期之登記資料及項目之權利而不須作另行通知。

1) The Federation of Hong Kong Filmmakers is NOT a legal arbitration organization, with our credibility and influence in the industry, we shall act as the time witness should any legal issue arise. 2) The Federation would NOT unseal the registered items received from applicants. The applicant is responsible for ensure the submitted items shall be same as the items marked in the application form. 3) In case of need for the Federation to be a time witness, the applicant should send a written request to the Federation at least THREE working days in advance. The procedure of unsealing the registered items shall be determined by the Federation. 4) Unless a renewal application has been received within THREE months after the expiry date, The Federation reserves the right to handle and destroy the expired items without prior notice.

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透過本申請表格收集的個人資料，僅供香港電影工作者總會用作與處理申請劇本及片名登記相關用途。資料當事人有權根據《個人資料(私隱)條例》向本會要求查閱及改正未被刪除的個人資料。The collection of personal data is necessary in order to process and follow up on the application you submitted. Information collected from you will be used for the purpose of processing your application or other related matters. Under the Personal Data (Privacy) Ordinance, you may request access to, and/or correction of your personal data in relation to your application.