

## Education Bureau Circular Memorandum No. 165/2020

From: Secretary for Education

Ref: L/M (2) in EDB(EID/ITE)/IT/IP/4/2 (19)

Date: 16 November 2020

To: Heads of Government and Aided  
Primary and Secondary Schools  
(including Special Schools),  
Caput Schools and Kindergartens  
joining the Kindergarten  
Education Scheme

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### Licence Scheme for Photocopying and Facsimileing of Hong Kong Newspapers and Magazines at Schools

#### Summary

The purpose of this circular memorandum is to inform heads of schools of the above Scheme offered by The Hong Kong Copyright Licensing Association Limited (“HKCLA”).

#### Details

2. The HKCLA will continue to waive the licence fees for government and aided primary and secondary schools (including special schools), caput schools and kindergartens joining the Kindergarten Education Scheme under prescribed conditions in photocopying and facsimileing of 16 newspapers and 18 magazines in Hong Kong for internal reference or instructional purposes. The waiver will cover the period **from 15 November 2020 to 14 November 2021.**

For details, please refer to the letter from the HKCLA at Appendix 1 or visit its webpages at <http://www.hkcla.org.hk>. Schools are reminded that they should report their monthly usage to the HKCLA by completing the relevant reporting form at Appendix 2.

#### Enquiries

3. For further enquiries about the Licence Scheme, please contact the customer services of HKCLA at 8105 0550 or by email ([enquiry@hkcla.org.hk](mailto:enquiry@hkcla.org.hk)). For other enquiries, please contact Mr KWAN Hoi-ching at 3698 3610 of the Information Technology in Education Section.

Dr W C HO  
for Secretary for Education

c.c. Heads of Sections - for information



香港複印授權協會有限公司  
The Hong Kong Copyright Licensing Association Limited

14<sup>th</sup> October 2020

Dear Principals and Teachers,

We, The Hong Kong Copyright Licensing Association Limited (“HKCLA”), hereby confirm to waive licence fees for government and aided primary and secondary schools (including special schools), caput schools and kindergartens joining the Kindergarten Education Scheme under prescribed conditions in ***making photocopies*** of our printed publications<sup>1</sup> for internal reference and instructional purposes in the successive term, from 15<sup>th</sup> November 2020 to 14<sup>th</sup> November 2021.

**Waived Criteria**

1. For internal reference purpose, your school should be non-profit making, registered with Education Bureau as a government or aided primary and secondary school (including special school), a caput school or a kindergarten joining the Kindergarten Education Scheme.
2. All private, Direct Subsidy Scheme (DSS) and any other non-government or non-aided types of schools are EXCLUDED in this waiver.
3. For instructional purpose, the number of copies to be made of any one article is not more than 20% of total number of students in one school.
4. Distribution should not be made in any digital format, including school intranet platform, the Internet or social media, etc.

For details of our licensing schemes, please visit our website at [http://www.hkcla.org.hk/service\\_licence\\_schemes.php](http://www.hkcla.org.hk/service_licence_schemes.php). Meanwhile, you have to follow the terms and conditions of our General Photocopying Licence at making photocopies of our publications for the permitted use. Or you can visit <http://www.hkcla.org.hk/pdf/General.pdf> for the details of the terms and conditions.

All schools established under Private Independent School Scheme, English School Foundation, Direct Subsidy Scheme, private, non-government and non-aided schools as well as the kindergartens not joining the Kindergarten Education Scheme are excluded.

**Report Usage**

Each school has to report her monthly usage by filling in the attached reporting form to us no later than 30 days after the end of the previous month. You may also download the form from our website [http://www.hkcla.org.hk/pdf/Education\\_eng.pdf](http://www.hkcla.org.hk/pdf/Education_eng.pdf). Completed form should be returned either by fax to 2603 7165, by email to [enquiry@hkcla.org.hk](mailto:enquiry@hkcla.org.hk) or by mail to Unit 13, 17/F, Trend Centre, 29-31 Cheung Lee Street, Chai Wan, Hong Kong.

Nil return is **NOT** required.

Should you have any enquiries, please feel free to call our customer services at 8105 0550 for assistance.

Yours faithfully,

**Joanne Law**

Business Manager

The Hong Kong Copyright Licensing Association Limited

c.c. Mr Alex Ko, Chairman of The Hong Kong Copyright Licensing Association Limited

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<sup>1</sup> Publications: Newspapers – 香港01, am730, China Daily Hong Kong Edition, Headline Daily, Hong Kong Commercial Daily, Hong Kong Daily News (ceased publication from 12 July 2015), Hong Kong Economic Journal, Hong Kong Economic Times, Lion Rock Daily, Ming Pao Daily News, Sing Pao, Sing Tao Daily, Sky Post, South China Morning Post & Sunday Morning Post, The Standard, Ta Kung Pao and Wen Wei Po; Magazines – Caz Buyer, Eastweek, Economic Digest, ezone, Hong Kong Economic Journal Monthly, iMoney, JET, Job Market, metro Pop, Ming Pao Monthly, Ming Pao Weekly, Ming Watch, Oriental Sunday (comprising (a) New Monday and (b) Weekend Weekly), Property Browser, Property Times and Yazhou Zhoukan.

**Hong Kong Copyright Licensing Association**  
**Licence Scheme for Photocopying and Fascimileing of Hong Kong Newspapers and Magazines at Schools**

**Monthly Reporting Form**

**To: The Hong Kong Copyright Licensing Association Limited (HKCLA),  
Unit 13, 17/F, Trend Centre, 29-31 Cheung Lee Street, Chai Wan, Hong Kong    Tel: 3586 9943    Fax: 2603 7165    Email: enquiry@hkcla.org.hk**

**Name of the School:** \_\_\_\_\_ **Total No. of Students:** \_\_\_\_\_  
(Applicable to non-profit making, government and aided primary and secondary schools (including special schools), caput schools and kindergartens joining the Free Quality Kindergarten Education Scheme only. Completed form should be sent by facsimile, email or mail to HKCLA no later than 30 days after the end of the previous month.)

In \_\_\_\_\_ (Month) \_\_\_\_\_ (Year), this school made copies of the following articles for the purposes of teaching or internal reference:

Newspaper / Magazine	Date	Headline of photocopied article	Page No.	Purpose: (Education OR Internal Reference)	No. of copies made
<b>Total copies:</b>					

Authorized Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Position: \_\_\_\_\_ Tel: \_\_\_\_\_ Date: \_\_\_\_\_