Education Bureau Circular Memorandum No. 203/2026

From: Secretary for Education
Ref: L/M (26) in 1044-2045-8075-9055-00001
Date: 10 November 2026

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 the newspapers and magazines in Hong Kong as listed in the footnote of *Appendix 1* (the letter from the HKCLA to schools) for internal reference or instructional purposes. The waiver will cover the period **from 15 November 2026 to 14 November 2027**. For details, please refer to *Appendix 1* or visit its website 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). For other enquiries, please contact Mr WONG Chun-hung Felix at 3698 3610 of the Information Technology in Education Section.

CHENG Chung-ki
for Secretary for Education

c.c. Heads of Sections - for information

Appendix 1

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

23rd October 2026

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[1] for internal reference and instructional purposes in the successive term, from 15th November 2026 to 14th November 2027.

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. 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 its 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. Completed form should be returned either by fax to 2603 7165, by email to 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. Ivan Tong, Chairman of The Hong Kong Copyright Licensing Association Limited

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[1] Publications: Newspapers – 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, Ming Pao Daily News, Sing Pao, Sing Tao Daily, South China Morning Post & Sunday Morning Post, The Standard, Ta Kung Pao and Wen Wei Po; Magazines – Caz Buyer, Eastweek, Economic Digest, Hong Kong Economic Journal Monthly, Job Market, Ming Pao Monthly, Ming Pao Weekly, Property Times and Yazhou Zhoukan.

香港柴灣祥利街29-31號國貿中心17樓13室
Unit 13, 17/F, Trend Centre, 29-31 Cheung Lee Street, Chai Wan, Hong Kong
Tel: 8105 0550 Fax: 2603 7165

Appendix 2

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 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
				Total copies:	

Authorized Signature: _____ Name: _____ Position: _____ Tel: _____ Date: _____

(You may make copies of this form, or download it from www.hkcla.org.hk or request it by email to enquiry@hkcla.org.hk)