

Education Bureau Circular Memorandum No. 192/2017

From: Secretary for Education

To: Heads of Kindergartens,

Ref: (7) in EDB(EID/ITE)/IT/IP/4/2

Primary and Secondary Schools

Date: 3 November 2017

Licence Scheme for Photocopying and Facsimileing of Hong Kong Newspapers and Magazines by The Hong Kong Copyright Licensing Association Limited

Summary

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

Background

2. The HKCLA, which has offered a licence scheme for photocopying and facsimileing of 16 newspapers and 21 magazines in Hong Kong, agreed in November 2016 to waive the licence fees for kindergartens, primary and secondary schools under prescribed conditions to make photocopies of articles in the newspapers and magazines for internal reference or instruction purposes for a period of one year. The waiver is due to expire on 14 November 2017.

Details

3. This is to inform schools that the HKCLA has agreed to continue to waive the licence fees for kindergartens, primary and secondary schools under the same conditions for the coming year **from 15 November 2017 to 14 November 2018**. The waiver for the new period will cover the licence fees for photocopying and facsimileing of 16 newspapers and 20 magazines in Hong Kong. For details, please refer to the letter from the HKCLA at Appendix 1 or visit their website at (<http://www.hkcla.org.hk>).

4. Schools are reminded that they should report their monthly usage to the HKCLA by filling in the monthly reporting form at Appendix 2.

Enquiries

5. For further enquiries about the Licence Scheme, please contact the customer services of HKCLA at 8105 0550 or by email to (enquiry@hkcla.org.hk). For other enquiries, please contact Mr CF NG at 3698 3610 or Ms HY LAU at 3698 3596 of the Information Technology in Education Section, EDB.

YT LAU
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

3 November 2017

Dear Principals and Teachers,

We, The Hong Kong Copyright Licensing Association Limited (“HKCLA”), hereby confirm to waive licence fees for kindergartens, primary and secondary schools under prescribed conditions at ***making photocopies*** of our publications¹ for internal reference and instruction purposes in the successive term continuously, from 15 November 2017 to 14 November 2018.

Waived Criteria

1. For internal reference purpose, your school should be registered under Education Bureau.
2. For instruction 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.

Copies of our updated leaflets are enclosed for your reference. 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.

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. Completed form should be returned either by fax to 2603 7165, by email to enquiry@hkcla.org.hk or by mail to Room 904, SUP Tower, 75-83 King’s Road, North Point, 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. Ms. Priscilla Tin, Chairman of The Hong Kong Copyright Licensing Association Limited

Enc.

¹ Publications: Newspapers – 香港 01, am730, Headline Daily, China Daily Hong Kong Edition, Hong Kong Commercial Daily, Hong Kong Economic Journal, Hong Kong Economic Times, Metro 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, ezine, Hong Kong Economic Journal Monthly, iMoney, JET, Jiu Jik, Job Market, metro Pop, Metro Prosperity, Ming Pao Monthly, Ming Pao Weekly, Ming Watch, Oriental Sunday (comprising (a) New Monday and (b) Weekend Weekly), Property Browser, Property Times and Yzhou Zhoukan.

Photocopying and Facsimileing Licence Scheme

E-Mail Licence Scheme

E-Mail, Photocopying and Facsimileing Licence Scheme

(For Internal Reference or Instruction Purposes)

Principal members of the Newspaper Society of Hong Kong founded the Hong Kong Copyright Licensing Association (HKCLA) in October 2001. This company offers a one-stop collective licensing scheme for photocopying of newspapers and magazines. Through the scheme, the company aims at promoting public awareness of intellectual property rights.

Up to now, HKCLA has been authorized by 16 Hong Kong newspapers to issue both photocopying and e-mail licences; and 20 Hong Kong magazines to issue photocopying licence for **internal reference or instruction purposes (only applicable to kindergartens, primary and secondary schools under prescribed conditions)**.

Newspapers:

- 香港 01
- am730
- China Daily Hong Kong Edition
- Headline Daily
- Hong Kong Commercial Daily
- Hong Kong Economic Journal
- Hong Kong Economic Times
- Metro Daily
- Ming Pao Daily News
- Sing Pao
- Sing Tao Daily
- Sky Post
- South China Morning Post & Sunday Morning Post
- The Standard
- Ta Kung Pao
- Wen Wei Po

Magazines:

- Caz Buyer
- Eastweek
- Economic Digest
- ezone
- Hong Kong Economic Journal Monthly
- iMoney
- JET
- Jiu Jik
- Job Market
- metro Pop
- Metro Prosperity
- Ming Pao Monthly
- Ming Pao Weekly
- Ming Watch
- Oriental Sunday (comprising (a) New Monday and (b) Weekend Weekly)
- Property Browser
- Property Times
- Yazhou Zhoukan

Details of various licences:-

Licence Type	Criteria	Pricing
Low usage	For any organization: 1. with no more than 50 employees AND 2. makes copies of no more than 100 articles per month AND 3. has no more than 5 readers of the publication photocopies.	A fixed fee of HK\$940 per year for Newspapers
		A fixed fee of HK\$940 per year for Magazines
High usage	For any organization: 1. with more than 50 employees OR 2. makes copies of more than 100 articles per month OR 3. has more than 5 readers of the publication photocopies.	Fees will be determined by the number of readers and the rates set by the Newspapers and Magazines.
Photocopying for Internal Reference Licence for Charitable Organizations, Kindergartens, Primary and Secondary Schools	1. Any charitable organization of public character which has been granted tax exemption under Section 88 of the Inland Revenue Ordinance AND derives not less than 50% of its annual income from public donations. 2. Only applicable to kindergartens and primary and secondary schools registered with Education Bureau.	Waived
Photocopying for Instruction by Kindergartens, Primary and Secondary Schools	For instruction purpose AND the number of copies to be made of any one article is not more than 20% of total number of students in one school.	Waived

Separate licences have to be applied for copying or use of publication contents in all other manners or other purposes. HKCLA may assist applicants to obtain authorization from the publishers concerned.

Rate Card

(For high usage licence type)

Type	Name of Publications	Photocopying and Facsimileing Licence	E-Mail Licence	E-Mail, Photocopying & Facsimileing Licence	
		Fee per user per title per year (HK\$)			
Newspapers:	香港01	\$400	\$400	\$600	
	am730	\$300	\$300	\$450	
	China Daily Hong Kong Edition	\$325	\$325	\$488	
	Headline Daily	\$350	\$350	\$525	
	Hong Kong Commercial Daily	\$325	\$325	\$488	
	Hong Kong Economic Journal	\$345	\$345	\$517	
	Hong Kong Economic Times	\$380	\$380	\$570	
	Metro Daily	\$304	\$304	\$456	
	Ming Pao Daily News	\$328	\$328	\$492	
	Sing Pao	\$290	\$290	\$435	
	Sing Tao Daily	\$350	\$350	\$525	
	Sky Post	\$350	\$350	\$525	
	South China Morning Post & Sunday Morning Post	\$416	\$416	\$624	
	The Standard	\$350	\$350	\$525	
	Ta Kung Pao	\$371	\$371	\$557	
	Wen Wei Po	\$338	\$338	\$507	
	Magazines:	Caz Buyer	\$83	N/A	
		Eastweek	\$165		
		Economic Digest	\$199		
		ezone	\$210		
Hong Kong Economic Journal Monthly		\$210			
iMoney		\$255			
JET		\$83			
Jiu Jik		\$89			
Job Market		\$83			
metro Pop		\$113			
Metro Prosperity		\$57			
Ming Pao Monthly		\$50			
Ming Pao Weekly		\$123			
Ming Watch		\$108			
Oriental Sunday (comprising (a) New Monday and (b) Weekend Weekly)		\$135			
Property Browser		\$83			
Property Times	\$105				
Yazhou Zhoukan	\$177				

(Publications are listed in alphabetical order)

The rates are effective for the period between November 15, 2017 and November 14, 2018. The fees are calculated on an annual basis, but can be paid by monthly installments.

First time applicants are required to pay a deposit equivalent to two monthly installments. The annual fees will not be reduced on a pro-rata basis due to application delays, and licences issued may not be terminated by the licensees before the end of November 14, 2018.

For application for various licences, please call 3586 9943 or email to enquiry@hkcla.org.hk or visit the website of HKCLA at <http://www.hkcla.org.hk> for more information.

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

Monthly Reporting Form

**To: The Hong Kong Copyright Licensing Association Limited (HKCLA),
Room 904, SUP Tower, 75-83 King's Road, North Point, Hong Kong Tel: 3586 9943 Fax: 2603 7165 Email: enquiry@hkcla.org.hk**

Name of the School: _____ **Total No. of Students:** _____
(For kindergarten, primary and secondary school only. The 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)