The Protection of Endangered Species of Animals and Plants (Amendment) Ordinance 2018
Application Method for Licence to Possess for Ivory

*Applicable for post-Convention ivory and pre-Convention ivory.

**Application Documents**
The applicant should submit the following documents to this Department:
- Completed application form (AF246), including the actual quantity and marking, if applicable, of the ivory (application forms are available at the headquarter or website of this Department);
- Photocopy of the proof of legal acquisition of the ivory, such as the original Licence to Possess, Pre-Convention Certificate, invoice showing the transaction etc.; and
- Photocopy of the supporting documents in respect of the applicant and the keeping premises, such as Hong Kong Identity Card, Business Registration Certificate, address proof etc.

**Application Submission**
The applicant may submit the application through the following channels:
- In person or mail to: Endangered Species Protection (Licensing) Division, Agriculture, Fisheries and Conservation Department, 5/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon, Hong Kong
  (Office hour: From Monday to Friday: 0830 - 1230; 1330 - 1745);
- Fax to: (852) 2376 3749; or
- E-mail to: hk_cites@afcd.gov.hk

**Inspection Arrangement**
This Department will arrange an inspection to the ivory stock, including weight measurement, photo taking and putting on tamper-proof hologram stickers etc.

**Licence Collection**
If this Department issue a licence, the applicant will be notified to pay the licence fee (new: $160 per licence; renewal or variation: $135 per licence) and collect the licence in person at Endangered Species Protection (Licensing) Division.

**Points to Note**
- This Department will issue a licence only if:
  1. all the required documents have been received and verified;
  2. the inspection work has been completed; and
  3. this Department is satisfied that the ivory was legally acquired.
- The applicant has the responsibility to provide sufficient information for this Department to process the application.
- All Licences to Possess for ivory will expire on or before 30 December 2021.

Agriculture, Fisheries and Conservation Department
9 March 2018