

**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
<b>Total copies:</b>					

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

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