

Rice Control Unit  
Trade and Industry Department  
Room 102B, 1/F, Trade and Industry Department Tower  
700 Nathan Road, Kowloon  
Hong Kong

Date : \_\_\_\_\_

Dear Sir,

**Request for Retrospective Issue of Licence  
covering Import/Export\* of Rice**

I, \_\_\_\_\_, principal official of  
(Name of Signatory# in full and block letters)  
\_\_\_\_\_, wish to inform you that my company  
(Name of Importer/Exporter\*)  
has imported/exported\* the following rice without a licence :

Full description of goods : \_\_\_\_\_  
Quantity involved : \_\_\_\_\_  
Date of arrival/departure\* : \_\_\_\_\_  
AWB/Bill of lading no. : \_\_\_\_\_  
Name of carrier : \_\_\_\_\_  
Vehicle/Vessel/Flight No. : \_\_\_\_\_  
Exporting country or place/  
Destination\* : \_\_\_\_\_

We have not applied for a licence prior to the arrival/departure\* of the above consignment because

\_\_\_\_\_  
\_\_\_\_\_

I hereby request that a licence be issued retrospectively to my company to cover the above imported/exported\* consignment.

We **\*have/have not** taken delivery of the consignment from the carrier. A written confirmation from the said carrier and a copy of the relevant Airway Bill/Bill of Lading are enclosed herewith.

\_\_\_\_\_  
Signature# and Company Chop

*\* delete as appropriate*

# The signatory must be the **proprietor, a partner, a director or a responsible person authorised by the board of directors** of the importer/exporter.

Important Note : For information concerning the handling of personal data by the Department, please refer to a relevant Note issued by the Department on the subject, copy of which is obtainable from the Information Counter on G/F of the Trade and Industry Department, Trade and Industry Department Tower, 700 Nathan Road, Kowloon or from the Department's website at <http://www.tid.gov.hk>.