

HOW TO APPLY FOR IMPORT LICENCE (TEXTILES) FORM 7

Applications for import licence should be made on Import Licence (Textiles) Form 7 (TRA 23). Forms are available for sale at the Collection and Form Sales Office of Trade and Industry Department, Room 104, 1/F, Trade and Industry Department Tower, 700 Nathan Road, Mongkok, Kowloon.

How to Complete Form 7

2. Licence applicants are advised to note the following before completing the Form:

(a) General

- (i) Licence applicants should read carefully the conditions of licence set out at the back of the Form before completing the Form and ensure that these conditions are fully complied with. Breach of any of the conditions may render the licence be cancelled, revoked or suspended by the Director-General of Trade and Industry in addition to appropriate legal and/or administrative actions to be taken against the trader concerned.
- (ii) The Form in triplicate must be completed either entirely in English or entirely in Chinese. All entries must be clear and legible, and must not deface other particulars on the Form.
- (iii) All columns and fields in the Form must be completed. The only exceptions are those fields relating to the receipt and issue of the Form by the Director-General of Trade and Industry.
- (iv) Form 7 is printed on NCR (No-Carbon-Required) paper. This being the case, importers will only need to complete/sign on the first (original) copy and the application particulars/signatures will be replicated on the other copies. They should not complete the different copies of a licence application separately. However, the company/business chop must be stamped separately on every copy of the Form.

(b) Foreign Exporter (Name and Address)

The foreign exporter's name and address must be given in full. P.O. Box numbers are not acceptable. The address of the foreign exporter must correspond with the exporting country/place declared on the application.

(c) Importer (Name and Address)

(i) The name and address of the importer must be given in full. P.O. Box numbers are not acceptable.

(ii) The importers must give their Business Registration Number (first 8 digits only).

(iii) An importer is not allowed to apply for an import licence on behalf of another trader and therefore wording such as 'on behalf of', 'care of', 'to order of' etc. is not acceptable.

(iv) Importers must provide their telephone numbers.

(d) Intended Date of Arrival

Intended date of arrival should not be earlier than the date of lodgement of the application. The date should be in the format of day/month/year.

(e) Mode of Transportation

The words 'By sea', 'By air', 'By train' or 'By road' as the case may be should be inputted. The relevant vessel name, flight number or vehicle number should be given if such information is known at the time of application.

(f) Exporting Country/Place

Exporting Country/Place must be the Mainland of China (the Mainland).

(g) Application Fee

(i) Application fee (currently at \$45 per licence application) can be paid in cash or through EPS or in the form of adhesive postage stamp to be affixed/franked onto the appropriate space provided at the top right-hand corner of the original copy of each licence application.

- (ii) Torn or defaced stamps will not be accepted. For payment of application fee by impressed postage stamps, applicants should ensure that the franking date appearing on the impression should be within 7 days before the submission date of the applications.
 - (iii) The Department will not provide any refund where stamps of value in excess of the stipulated fee have been affixed/franked onto a textiles licence application.
- (h) Mark(s) and Number(s)
The shipping marks and numbers, if any, should be given.
- (i) No. of Packages
The unit of packages in cartons, rolls, bales, cases, packages etc., must be provided.
- (j) Full Description of Goods
- (i) The construction of the textiles such as 'woven' or 'knitted', and the percentage fibre composition of the textiles must be stated. Description such as 'Ladies' 65% cotton 35% polyester woven blouse' instead of general terms such as 'clothing' should be used.
 - (ii) If the application covers garments, please state whether the garments are for men, women, boys, girls, infants or babies.
 - (iii) In respect of import of suits or matching sets, the component parts comprising the suit/matching set must be stated.
 - (iv) If the application covers garment parts or semi-finished garments, the component parts (front panel, back panel, sleeves, collars, etc.) as well as the type of garment which the garment parts or semi-finished garments are to be manufactured and the manufacturing processes already undergone must be stated.
- (k) No. of Units
The 'No. of Units' can be shown in figures or both words and figures. The metric unit given for any particular textiles product must be in accordance with that specified in the Hong Kong Imports and Exports Classification List (Harmonized System), e.g. in pieces, pairs, sets, m², kg, etc.

(l) Value C.I.F. HK\$

The C.I.F. value of individual items as well as the total C.I.F. value must be given. C.I.F. value may be omitted from the duplicate copy of licence application.

(m) Place of Origin

The place of manufacture of the goods must be given.

(n) Indicate local consumption or destination for re-export (if applicable)

Detailed information on the intended end use of the imported consignment must be provided^{Note 1}, e.g. 'For re-export to the USA', 'Local consumption', 'For embroidery by ABC Knitting Factory, 104 Kwun Tong Road, Kowloon', 'For manufacture into complete garments by XYZ Knitting Factory, 500 Hung To Road, 1/F., Kwun Tong, Kowloon.

(o) Importer's Declaration

(i) The 'Importer's Declaration' field must be fully completed. A person acting and signing for and on behalf of an importer should be the proprietor, a partner or a director as the case may be or other duly authorized representative of the company/registered business concerned. Please note that licence applications that fail to comply with the above requirement and/or bear a signature or a company chops different from that kept in the Department's records may result in rejection or deferment as appropriate.

(ii) Declaration cannot be made on behalf of another trader and wording such as 'on behalf of', 'care of', 'to order of', etc., is not acceptable.

(iii) Company/Business chop, usually a chop with company name and "Authorized Signature" wording (see Sample I of Appendix I), instead of the small amendment chop with the company name only (see Sample II of Appendix I), should be stamped.

(iv) The date of declaration must be in the format of day/month/year.

(v) In the event that an individual acts as the importer, the requirement of stamping the company/business chop may be waived.

(p) Alterations

- (i) All amendments made must be clear and legible, and must not deface the other particulars on the Form.
 - (ii) Every amendment, defacement, addition or deletion on the application form must be endorsed by stamping the applicant's amendment chop in blue and initialing with date adjacent to it. In general, the amendment chop is a small round-shaped chop with the company name. Given the size of the company/business chop, it is not accepted for putting against alterations made on licence applications as this would inadvertently deface other particulars on the Form and render them less legible (see samples of company chop and amendment chop in Appendix I).
 - (iii) For applications completed by typing, applicants must delete any typing errors on the Form by typing 'XXX' over them. No erasure or correcting fluid should be used on the Form.
 - (iv) No more than five amendments are allowed for each application.
 - (v) Any amendment to the import licence after issue can only be made by the Department upon approval of application for amendments submitted by the licensee concerned.
3. A completed Form 7 specimen is at Appendix II for reference.
4. For application covering import of textiles with exporting country/place different from that of the place of origin, the following declaration should be made in the "Description of Goods" column of the licence application:
- "The goods were shipped directly from (name of the originating country/place) to (name of exporting country/place) without passing through Hong Kong."

Licensing Arrangements for Hand-carried Textiles Goods for Commercial Purposes

5. In case of genuine difficulty in complying with the prior import licensing requirement, passengers who carry textiles goods for commercial purposes in their accompanied baggage may be permitted to bring the goods into Hong Kong provided that they comply with the following:

- (a) to lodge a report with the Customs and Excise Department upon arrival; and
- (b) to make an application for retrospective import licence immediately after the arrival of the goods. The application should bear the declaration of 'Hand-carried goods' in the 'Full Description of Goods' column, and accompanied by photocopies of the importer's relevant entry documents (e.g. passport) showing the exact date of arrival.

For detailed application procedures for retrospective import licences, please refer to the paragraphs on **Applications for Retrospective Import Licence** below.

Licensing Arrangement for Textiles Goods Imported through Courier Companies

6. A courier company bringing textiles goods into Hong Kong through air freight services or on-board couriers is an importer of the subject textiles in the context of the Import and Export Ordinance (Cap. 60), even though that company may not be the consignee of the subject textiles. Courier companies are therefore reminded that prior Import Licences must be obtained or Import Notifications (Textiles) be lodged to cover textiles consignments brought into Hong Kong by them. Textiles consignments imported by courier companies normally have the following characteristics:

- (a) each consolidated consignment normally involves many different local consignees; and
- (b) the consignments are usually imported by air for express delivery.

7. Consignments imported on the same flight/vessel/vehicle for delivery to different consignees may be grouped under one import licence application provided that:

- (a) each licence application covers up to a maximum of seven product items;
- (b) the Master Waybill number and the House Waybill numbers are provided in the 'Mark(s) and Number(s)' column of the licence application;
- (c) there is only one declared importer and one exporter in respect of the product items listed. In this connection, the Department accepts the Hong Kong courier company being declared as the importer and the overseas office of the courier company being declared as the exporter; and

(d) if the consignments are brought in by on-board couriers, an additional code 'OBC' should be entered in the 'Vessel/Flight/Vehicle No.' column (e.g. for consignments imported by flight no. CX008 by on-board courier, 'CX008/OBC' should be stated in this column).

8. Courier companies which submit licence applications after the arrival of the textiles consignments will be required to follow the licensing arrangements for retrospective import licence applications, details of which are outlined in the paragraphs on **Applications for Retrospective Import Licence** below.

Submission of Application

9. **All applications** should be made in person to the Receiving and Issuing Counters, 2/F, Trade and Industry Department Tower, 700 Nathan Road, Kowloon. Under normal circumstances, import licences, if approved, will be ready for collection **two** clear working days (excluding Saturdays, Sundays and public holidays) after the date on which the licence applications are received. The opening hours of the Receiving and Issuing Counters are:

Monday & Friday	8:30 a.m. - 12:30 p.m. 1:30 p.m. - 5:45 p.m.
Tuesday, Wednesday & Thursday	8:45 a.m. - 12:30 p.m. 1:30 p.m. - 5:30 p.m.

10. The original copy of an import licence will be retained by the Department. The duplicate and the triplicate of the licence will be issued to the importer, who should keep the duplicate for his own reference and present the triplicate to the carrier within 7 days after the textiles is imported.

11. Import licences must be applied on an individual consignment basis, i.e. each licence may cover only one consignment of textiles imports. In this connection, textiles goods imported on the same carrier from the same foreign exporter to the same Hong Kong importer may be regarded as one consignment. Each licence application must not cover more than seven commodity items.

Validity of an Import Licence

12. Import licences are valid for 28 days from the date of issue.

Amendment and Cancellation of Import Licence

13. Requests for amendment and cancellation of import licences after issue must be made on the 'Request for Amendment' form (see Appendix III) and 'Request for Cancellation' form (see Appendix IV) respectively. Duplicate copy (for licence with shipment effected) or both duplicate and triplicate copies (for licence with shipment not yet effected) should be returned together with the completed amendment request form before arrival of the goods or within 14 working days after the date on which the goods are imported.. Applicants should provide copies of bill of lading/airway bill, invoice, packing list to evident particulars to be amended. Under normal circumstances, the amended import licences will be issued to the applicants **two** clear working days after the date on which the amendment requests are received. If an import licence is not used for shipment within its validity period, the licence should be cancelled within 14 working days after the expiry date. The Department will acknowledge receipt of all cancellation requests received. Requests for amendment or cancellation of licence will be considered on individual basis.

Applications for Retrospective Import Licences

14. The Department does not normally accept applications for import licence submitted after the subject textiles have been imported into Hong Kong. Late applications may be considered only if the applicant can provide the following supporting documents:

- (a) a letter (see Appendix V) giving reason(s) for the late application and declaring whether the applicant company has taken delivery of the goods from the carrier;
- (b) the relevant shipping documents (e.g. import manifest (if by road), bill of lading (if by sea), air waybill (if by air)); and
- (c) any other relevant supporting documents (e.g. invoice, packing list) which may be requested as necessary to support the late application.

15. Late applications should be submitted to the Customer Service Centre of the Textiles Licensing Branch, 2/F, Trade and Industry Department Tower, 700 Nathan Road, Kowloon. Under normal circumstances and if the Department is satisfied with the explanations provided in respect of the late applications, the retrospective import licences will be ready for collection **two** clear working days (excluding Saturdays, Sundays and public holidays) after the date on which the applications are received.

16. Importers should note that late applications will not necessarily be approved, and the issue of retrospective import licences is without prejudice to any legal and/or administrative actions that the Director-General of Trade and Industry may take in respect of the importation of the consignments concerned. The Director-General of Trade and Industry may also institute legal and/or administrative actions against importers who fail to provide satisfactory explanations in respect of their late applications.

Important Notes

17. Under the Import and Export Ordinance and its subsidiary legislations, no person shall import textiles into Hong Kong except under and in accordance with a valid import licence, unless otherwise exempted. Any person who contravenes the relevant legislations shall be guilty of an offence and shall be liable to a fine of \$500,000 and to imprisonment for 2 years.

18. Section 7 of the Import and Export Ordinance states that transport, shipping and airline companies should not release any textiles goods imported into Hong Kong to any person without the production of a valid textiles import licence. Any person who fails to comply with this requirement shall be liable to a fine of \$500,000 and to imprisonment for 1 year.

19. Under Section 8 of the Import and Export Ordinance, an importer shall present the textiles import licence issued by the Director-General of Trade and Industry to the owner of the vessel, aircraft or vehicle in or on which the textiles consignment is imported within seven days after the day on which the consignment was imported. The carrier company shall, within seven days after receiving the textiles import licence against which the textiles consignment has been released, return the textiles import licence together with the relevant manifest to the Trade and Industry Department. Failure to comply with any of the above requirements shall be liable to a fine of \$5,000.

20. Section 36(1) of the Import and Export Ordinance provides that any person who furnishes false or misleading information on an import licence application shall be guilty of an offence and shall be liable to a fine of \$500,000 and to imprisonment for 2 years.

Enquiries

21. Enquiries relating to textiles import licensing arrangements should be

directed to:

Customer Service Centre
Textiles Licensing Branch
Trade and Industry Department
2/F, Trade and Industry Department Tower
700 Nathan Road
Kowloon
(Tel. 2398 5288)

Note 1:

Importers of garments, garment parts, semi-finished garments, and knitted fabrics (not in bolt) are required to provide information in accordance with the following guidelines:

- (a) where the imported garments, garment parts, semi-finished garments, or knitted fabrics (not in bolt) are intended for local sale, the applicant has to specify whether the consignment is for
 - (i) local sale to consumers through retail outlets; or
 - (ii) local sale/supply to another company/companies.

In case of (ii), the name and address of the company/companies concerned have to be provided.

- (b) In the case of garment parts, semi-finished garments or knitted fabrics (not in bolt) imported for manufacture into garments by the importer in question, the applicant has to declare that the consignment is for own manufacture into completed garments. Where the manufacture of the products into garments is not carried out by the importer himself, the name and address of the actual manufacturer must be provided.
- (c) Where imported garments, garment parts, semi-finished garments or knitted fabrics (not in bolt) are intended for re-export without undergoing any further processing after import into Hong Kong, the applicant has to specify that the consignment is for re-export and declare the destination for re-export.

Where the garments, garment parts, semi-finished garments or knitted fabrics (not in bolt) are imported for purposes other than those specified in (a) to (c) above, the applicant has to specify the intended end use of the consignment, e.g., personal effect, gift, sample, returned cargo etc. as the case may be.

Sample I: Company Chop

For and on behalf of
ABC COMPANY LIMITED
ABC 有限公司

Authorized Signature

Sample II: Amendment Chop



Specimen of a Completed Import Licence (Textiles) (Form 7)

- Notes**
- Please give full name and full address. (P.O. box No. will not be accepted).
 - The BR Nos. and Tel. No. must be provided.
 - Intended date of arrival should not be earlier than the date of lodgement of the application. The date should be in the format of day/month/year.
 - The words 'By Sea', 'By Air', 'By Train', 'By Road', 'By Post' or 'By Courier' as the case may be should be inputted. The relevant vessels or flight number may be given if they are known at the time of completing the licence.
 - The name of the exporting country/place should be given.
 - The shipping marks and numbers, if any, should be given.

IMPORT LICENCE (TEXTILES) FORM 7
進口許可證(紡織品)表格七

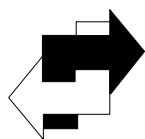
ORIGINAL

正本

Foreign Exporter (Name & Address) (Note 1) 外地出口商 (名稱及地址) (註 1) 中國福建省 南安縣均巒公社 ABC 工廠		Date of Receipt and Receipt No. 收據日期及編號		TRADE AND INDUSTRY DEPARTMENT Import and Export Ordinance (Cap. 60) Import and Export (General) Regulations 工業貿易署 (《進出口條例》(第 60 章)) (《進出口(一般)規例》)	
Importer (Name & Address) (Note 1) 進口商 (名稱及地址) (註 1) 九龍尖沙咀 柏克中心 15 字樓 ABC 有限公司		Date of Issue and Licence No. 發出日期及許可證編號		Stamps/Cash \$45	
B.R. No. 商業登記號碼 01234567		Fax No. 傳真號碼 2245 6789			
Intended Date of Arrival (Note 3) 預計抵達日期 10.05.2007		Tel. No. (Note 2) 電話號碼 2323 4567 (註 2)			
Mode of Transportation (Note 4) (Name of Vessel/Flight/ Vehicle No., if available) 運輸方式 (如輪船雙名稱/班機/ 車輛編號, 請填寫)		Exporting Country/Place (Note 5) 出口國/地方 (註 5)			
海運		中國			
FOR CONDITIONS OF ISSUE PLEASE SEE OVERLEAF 發出許可證的條件 請參閱背頁					
WARNING - All alterations must be carried out by authorized officers. Heavy penalties are provided for false declaration and information, unauthorized alterations and misuse of the licence. 警告: 凡更改本表格之資料, 必須由授權人員辦理。如有虛假申報、未經授權之更改及濫用本表格, 均屬違法, 且將受到嚴厲處罰。					
Mark(s) and Numbers(s) 標記及號碼 (Note 6) (註 6)		No. of Packages 包數 (Note 7) (註 7)		Full Description of Goods 貨品的詳細描述 (Note 8) (註 8)	
1-55 XYZ 公司		1 包 8 卷 1 箱 2 卷 8 箱		1. 65%聚脂纖維 35%棉質梭織布 2. 羊毛針織布 3. 55%聚脂纖維 45%棉質男裝梭織短襪 4. 具梭織棉質襯背的聚氧乙炔布 5. 9,000 件 100%羊毛針織男女過頭笠衫前幅衫片 女裝	
				No. of Units 單位數量 (Note 9) (註 9)	
				70 平方米 50 公斤 60 件 50 公斤 250 公斤	
				Value C.I.F. HK\$ 對岸價值 港幣 \$ (Note 10) (註 10)	
				\$1,200 \$8,000 \$5,000 \$2,000 \$25,000	
				(Note 10) Total Amount (註 10) 總額	
				\$41,200	
Item No. 項目	Place of Origin 原產地	Indicate local consumption or destination for re-export (if applicable) 請註明本地耗用或供轉口用, 如供轉口用則註明日地 (如適用者) (Note 11) (註 11)		Importer's Declaration (進口商聲明書) (Note 12) (註 12) I, <u>陳志明</u> acting for and on behalf of 本人 <u>陳志明</u> 為並代表 (Name of Signatory) (簽署人姓名) <u>XYZ 公司</u> (Trading Name of Importer) (進口商之營業名稱) hereby declare that the importer named herein is the importer of the goods covered by this application, that I have read and understood, and agree to abide by the conditions overleaf, and that the particulars given herein are true. 行事, 現謹此聲明: 本表格所指名的進口商, 是申請書上所列貨品的進口商, 本人已閱讀、明白並同意遵守背頁所載的條件; 本表格內所填各項資料均真實無訛。 (Note 13) (註 13) For and on behalf of ABC COMPANY LIMITED Authorized Signature 簽名及公司印蓋 Signature and Chop 簽署及蓋章	
1	中國	轉口往美國		05.05.2007 Date 日期	
2	中國	本銷			
3	中國	供宣傳用			
4	中國	本銷			
5	中國	供九龍觀塘道 104 號 ABC 針織廠刺繡用			
IMPORTANT NOTE 重要事項 If there is any discrepancy between the English text and the Chinese text of this form, the English text shall be taken as conclusive. 倘本表格的中英文有任何差異, 應當以英文本為準。					

- The unit of packages in cartons, rolls, bales, cases, packages etc., must be stated.
- State fibre composition and construction of the textiles products. Specify men's, women's, boys', girls' or infants' and type of garments.
- The 'No. of Units' can be shown in figures or both words and figures, e.g. in pieces, pairs, sets, m², kg, etc..
- The C.I.F. value of individual items as well as the total c.i.f. value must be given.
- Detailed information on the intended end use of the imported consignment must be provided.
- The 'Importer's Declaration' field must be fully completed.
- Company chop, not a small amendment chop, should be stamped.

- Remarks:**
- Errors should be clearly crossed out, with the amendments clearly entered next to them. The Importer must endorse every amendment, defacement, addition or deletion on the licence form by stamping the Importer's small amendment chop in blue and initialing with date adjacent to each and every amendment on every copy.
 - The amendments made must be clear and legible, and must not deface the other particulars on the form. No erasure or correcting fluid is allowed.



Trade and Industry
Department

**THE GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION**

**Import and Export Ordinance (Cap. 60)
Import and Export (General) Regulations**

To : Director-General of Trade and Industry

TEXTILES IMPORT LICENCE: REQUEST FOR AMENDMENT

Import Licence No. : _____

Date of Issue : _____

Exporting Country/Place : _____

Particulars on import licence requiring amendment	Originally declared	Amended to
Mark(s) and Number(s)		
No. of packages		
No. of units		
c.i.f. value (HK\$)		
Others (please specify)		

I am unable to return the *duplicate/triplicate of the above licence for amendment because _____

_____. (See Note ¹)

The following documents are attached to substantiate the above request for amendment _____

Importer's Declaration

I, _____, acting and signing for and on behalf of _____
(Name of Signatory; see Note ²) (Name and Address of Importer)

hereby declare that the particulars given above are true. I understand that the cancellation of this licence by the Trade and Industry Department is without prejudice to any legal and/or administrative actions which the Director-General of Trade and Industry may take in respect of this licence if it is discovered that any of the provisions of the Import and Export Ordinance or the conditions at the back of the textiles import licence forms have been breached.

Date: _____

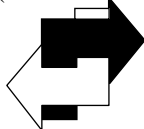
Authorized Signature and
Business Chop (See Note 2): _____

* Delete where inapplicable.

Notes :

- ¹ The importers are required to attach supporting documents in the forms of bills of lading/air waybills, invoices and packing lists if the triplicate copy of the licence is not returned for amendment.
- ² The signatory must be the proprietor, a partner or a director as the case may be or other duly authorized representative of the trader.

(Please submit two copies together with the relevant documents as required below.)



**THE GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION**

**Import and Export Ordinance (Chapter 60)
Import and Export (General) Regulations**

Receipt No. and Date of Receipt

To : Director-General of Trade and Industry

Textiles Import Licence: Request for Cancellation

I hereby apply for cancellation of Import Licence No. _____ issued on _____.
Particulars of the licence are as follows:

Exporting Country/Place: _____

2. The licence has to be cancelled because _____

_____.

3. I return herewith the duplicate and triplicate copies of the licence for cancellation.

Importer's Declaration

4. I, _____, acting and signing for and on behalf of _____
(Name of Signatory; see Note) *(Name and Address of Importer)*

_____ hereby declare that the particulars given above are true. I understand that the cancellation of this licence by the Trade and Industry Department is without prejudice to any legal and/or administrative actions which the Director-General of Trade and Industry may take in respect of this licence if it is discovered that any of the provisions of the Import and Export Ordinance or the conditions at the back of the textile import licence forms have been breached.

Date : _____ Authorized Signature and Business Chop (see Note) _____

Note : The signatory must be the proprietor, a partner or a director as the case may be or other duly authorized representative of the trader.

Textiles Licensing Branch
Trade and Industry Department
2/F, Trade and Industry Department Tower
700 Nathan Road, Kowloon

Dear Sir,

Application for Retrospective Import Licence (Textiles)

I, _____, signing for and on behalf of
#(Name of signatory in full and block letters)

_____, wish to request you to issue a
(Name of importer)

retrospective Import Licence (Textiles) in respect of the following consignment to my company:

Full Description of Goods: _____

Quantity: _____

Date of Arrival of the Consignment: _____

Name of Carrier Company: _____

Vehicle/Vessel/Flight No.*: _____

Exporting Country/Place: _____

2. My company has to apply for a retrospective Import Licence (Textiles) in respect of the above consignment because: (please "✓" where appropriate)

- a valid textiles import licence/notification has not been obtained/lodged
- there is an overshipment in excess of the quantity provided in Import Licence/Notification No.: _____
- request for amendment of Import Licence/Notification No.: _____ is rejected
- other reasons (please specify) _____

3. I enclose herewith photocopies of the invoice, packing list and the relevant Bill of Lading / Airway Bill / invalid Import Licence / invalid Import Notification* relating to the above consignment to support the request.

4. I have / have not* taken delivery of the consignment from the carrier company.

Date

#Signature & Company Chop

* Delete where appropriate

The signatory must be the proprietor, a partner or a director as the case may be, or other duly authorized representative of the trader.