

**Guidance Notes for Completion of Export Licence Form 6 covering Rice**

**填寫出口許可證表格 6(食米)須知**

	English	中文
1	Please give name and full address of the exporter. P.O. Box Number or "Company A on behalf of Company B" cannot be accepted.	請填上出口商名稱及詳細地址，郵箱號碼或「公司甲代表公司乙」恕不接受。
2	Please give the exporter's identity card or passport number if he/she is an individual and not a company/firm.	如出口商為個人身而非公司/商號，申請人應填上其香港身份證/護照號碼。
3	Please give name and full address of the consignee. P.O. Box Number or "Company A on behalf of Company B" cannot be accepted. Place of the consignee must be clearly specified and should tally with the destination stated on the application.	請填上收貨人名稱及詳細地址，郵箱號碼或「公司甲代表公司乙」恕不接受。必須清楚註明收貨人所屬地方，並應與申請書上所列的目的地吻合。
4	Please give the date of departure. If the exact date is not known, an estimated date is acceptable. The estimated date of departure should be at least <u>1 clear working day</u> after the day of lodgement. Licence application should be submitted well before the intended date of departure to allow sufficient time for the applications to be processed and approved by the Trade and Industry Department.	請填上離境日期。如未知確實日期，預計日期亦可接受。預計離境日期應以遞交許可證申請當日起計，最少 <u>一個完整工作天</u> 之後的日期。許可證申請書應及早在預計離港日期前遞交，以便工業貿易署有充份時間處理審核。
5	Please state the mode of transport (by air, sea or lorry, etc.) and give the vessel, flight or vehicle number, if available.	請填上運輸方式(空運、海運或陸運等)。如已知船隻、班機或車輛的編號，亦請填上。
6	Please indicate the number of packages/ cartons etc. and specify the type/mode/form of packages.	請註明包裹/箱盒等數目及包裹的類型/式樣/形式。
7	Please give full product description for each item of goods including the grade and brand name of rice, and avoid the use of abbreviations.	請填上每項貨品的詳細產品描述，包括食米級別及牌子，及避免使用縮寫。
8	Please give the import licence no. under which the rice is imported.	請填上進口食米所屬的進口證號碼。
9	Please give the appropriate unit, e.g. tonnes, kg etc., in which the quantity of the rice is expressed.	請填上食米數量的單位如公噸、公斤等。
10	The code numbers need not be given, if unknown.	若不知道代號，可無需填寫。
11	Please insert the date and sign the application in full signature rather than initial. The declaration must be signed by an authorized official of the company. Declaration cannot be made on behalf of another company.	請填上日期並在申請書上已全名簽署，不得使用簡簽。聲明必須由公司授權人簽署，亦不可代其他公司作出聲明。
12	Please give the signatory's name in block letters. Initials are not accepted.	請用正楷填寫簽署人的姓名，簡寫恕不接受。
13	Please apply a clear and legible company chop of the exporter on each and every page of the licence application.	請在申請書的每頁蓋上清晰可辨的出口商公司印章。
14	Please name the place of origin for each item of goods.	請填上每項貨品的來源地方。