

**Notes on Application for Retrospective Issue  
of Export Licence (Textiles) Form 4**

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Retrospective application for **Export Licence (Textiles) Form 4** should be submitted with the following supporting documents :

1. a **letter** explaining the reasons why the retrospective application is made; (If retrospective licence application is required for replacing invalidated export/transshipment notification, a photocopy of the Trade and Industry Department's letter on the invalidation should also be submitted.)
2. a fresh set of Export Licence (Textiles) Form 4 in respect of the consignment under application (exact departure date and name of vessel/flight number should be shown on the relevant columns);
3. photocopy of the relevant **Bill of Lading** (if by sea), **Air Waybill** (if by air), or **Export Manifest** (if by land); and
4. photocopies of the relevant Invoice and Packing List.
5. If the subject consignment is of Hong Kong origin, the relevant manufacturer's production records should also be submitted.
6. In case of export after expiry of the validity period of an export licence, the expired licence (duplicate and, if available, triplicate) should also be submitted to the Trade and Industry Department for cancellation.

申請補領出口證 (紡織品) 表格 4 須知

申請補領出口證 (紡織品) 表格 4, 應連同下列證明文件一併遞交 :

1. 解釋為何需要申請補領出口證的信件 (如申請補領出口證是為了用以代替無效的出口/轉運貨物通知書, 則應同時附上工業貿易署所發有關出口/轉運貨物通知書無效的信件影印本);
2. 為有關貨物填寫的一份出口證 (紡織品) 表格 4 (應在適當的欄填上貨物離港的確實日期及船隻名稱 / 班機編號);
3. 有關提單 (如果是海運)、空運提單 (如果是空運) 或出口倉單 (如果是陸運) 的影印本; 及
4. 有關發票及裝箱單的影印本。
5. 倘若有關貨物是屬香港來源, 有關製造商的生產紀錄亦應一併遞交。
6. 倘若有關貨物是在出口證有效期屆滿後始輸出, 則已屆滿的出口證 (第一副本及, 如有的話, 第二副本) 亦應一併遞交工業貿易署, 以便註銷。