

Guidance Notes for Completion of Export License Form 6 covering Powdered Formula

填寫出口許可證表格 6 (配方粉) 須知

	English	中文
1.	Please give the name and full address of the exporter. P.O. Box Number or “Company A on behalf of Company B” is not 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 name and full address of the consignee. P.O. Box Number or “Company A on behalf of Company B” is not 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。
3.	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 2 clear working days 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，最少兩個完整工作天之後的日期。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。
4.	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。
5.	Please give the marks and number as well as container number of each export item. If there is no shipping marks and number, please write down “No Mark No”.	應就每項出口貨品註明船運標記和編號，及貨櫃號碼。如無船運標記及編號，應註明「無標記」。
6.	Please indicate the number of packages/cartons etc. and specify the type/mode/form of packages of each export item.	請就每項出口貨品註明包裹/箱盒等數目及包裹的類型/式樣/形式。
7.	Please give full product description of the good as below. Please do not use abbreviations. [Note: Each Export Licence should cover no more than five items of goods for export] - Brand name - Category (infant, follow-up, or growing-up etc.) - Model name - Lot/serial number	請填上貨品下列的詳細產品描述，並避免使用縮寫。[註:每份出口申請書只接受不多於五項出口貨物] - 牌子 - 類別(嬰兒、幼兒或成長等) - 型號 - 批次號碼
8.	Please provide the food importer’s registration number/food importer exemption number under the Food Safety Ordinance (Cap 612).	請填上按 <食物安全條例> (第612章)下登記的食物進口商登記號碼/食物進口商豁免登記號碼。
9.	Please make the following declaration to signify knowledge of the conditions of licence as stipulated in Powdered Formula Licensing Circular No. 4/2013: “I have read and understood the content of the Powdered Formula Licensing Circular No. 4/2013 issued on 24 May 2013 and hereby agree to abide by all the terms and conditions of a powdered	請作出以下聲明，表示已知悉載於配方粉簽證通告第4/2013號內的簽發條件： “本人已閱讀及明白於2013年5月24日發出的配方粉簽證通告第4/2013號的內容，並謹此同意遵守其內所載有關配方粉許可證的所有條款和條件。”

	English	中文
	formula licence stated therein.”	
10.	Please provide the No. of units in kg for each export item.	請就每項出口貨品填上以公斤為單位的數量。
11.	Please provide the place of origin for each export item.	請就每項出口貨品填上貨品的來源地方。
12.	The code numbers need not be given, if unknown.	若不知道代號，可無需填寫。
13.	Please insert the date and sign the application in full signature rather than initial. The declaration must be signed by an authorised official of the company. Declaration cannot be made on behalf of another company.	請填上日期並在申請書上以全名簽署，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。
14.	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。
15.	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。