

Ref.: GL 201

To: Director-General of Trade and Industry
(Attn: Manifest Checking Unit)
Room 1604, 16/F, Trade and Industry Tower,
3 Concorde Road, Kowloon City, Hong Kong

致：工業貿易署署長
(經辦人：艙單查核分組)
香港九龍城協調道 3 號
工業貿易大樓 16 樓 1604 室

Import and Export Ordinance (Cap. 60, Laws of Hong Kong)
Reserved Commodities Ordinance (Cap. 296, Laws of Hong Kong)

《進出口條例》(香港法例第 60 章)
《儲備商品條例》(香港法例第 296 章)

Transshipment Cargo Exemption Scheme
轉運貨物豁免許可證方案

Application for Amendment of Registration Particulars
更改登記資料申請書

1. Name of Company/Registered Business 公司/已註冊業務名稱：

(Name in English, in Block Letters 英文名稱，請以正楷填寫)

(Name in Chinese, if applicable 中文名稱，如適用)

2. Certificate of Exemption No. 豁免證書編號： TREX-

3. Declared change of registration particulars 申報登記資料改動：

<u>Type of Registration Particulars 登記資料類別</u> (Please tick “✓” as appropriate 請在適當的空格內 加上“✓”號)	<u>Type of Change 改動類別</u> (Please tick “✓” as appropriate 請在適當的空格內 加上“✓”號)	<u>Details of Change Required 所需改動詳情</u>
☐ Name of Company/Registered Business 公司/已註冊業務名稱 (Please attach a copy of the Certificate of Change of Name 請夾附公司更改名稱證明書)	<u>Amendment 改動</u>	
☐ Office Address/ Registered Business Address 辦事處地址/已註冊業務地址	<u>Amendment 改動</u>	

<u>Type of Registration Particulars 登記資料類別</u> (Please tick “✓” as appropriate 請在適當的空格內 加上“✓”號)	<u>Type of Change 改動類別</u> (Please tick “✓” as appropriate 請在適當的空格內 加上“✓”號)	<u>Details of Change Required 所需改動詳情</u>
☐ Telephone No. 電話號碼	☐ <u>Addition 增加</u> ☐ <u>Deletion 刪除</u> ☐ <u>Amendment 改動</u>	
☐ Fax No. 傳真號碼	☐ <u>Addition 增加</u> ☐ <u>Deletion 刪除</u> ☐ <u>Amendment 改動</u>	
☐ E-mail Address 電郵地址	☐ <u>Addition 增加</u> ☐ <u>Deletion 刪除</u> ☐ <u>Amendment 改動</u>	
☐ Directorship 董事 (Please attach a copy of the latest Annual Return/extract of the latest Annual Return (NAR1), or the relevant Form ND2A which contains the details of the directors as appropriate 請夾附載有董事資料的最新周年申報表 (NAR1)，或遞交表格 ND2A)	☐ <u>Addition 增加</u> ☐ <u>Deletion 刪除</u> ☐ <u>Amendment 改動</u>	(Note: Exemption is not transferable. For a change of the proprietor in a registered proprietorship or any of the partners in a registered partnership, a new Application for New Registration has to be submitted. 註：豁免不得轉讓。倘若已登記的獨資經營的東主或合夥經營的合夥人有所改變，請遞交新登記申請書。)
☐ Declaration on handling of transshipment of rough diamonds 申報轉運未經加工鑽石	<u>Amendment 改動</u>	The applicant ☐ <u>does not handle</u>/ ☐ <u>handles</u> transshipment of rough diamonds (<i>please tick “✓” as appropriate</i>). 申請人 ☐ <u>沒有轉運</u> / ☐ <u>會轉運</u> 未經加工鑽石 (請在適當的空格內加上 “✓” 號)。 (Note: If the applicant chooses the latter option, the declared company/registered business will have to lodge monthly return on transshipment of rough diamonds handled after receiving the Certificate of Exemption. 註：如申請人選擇後者，便須在獲發豁免證書後，每月遞交轉運未經加工鑽石申報表。)

<u>Type of Registration Particulars 登記資料類別</u> (Please tick “✓” as appropriate 請在適當的空格內 加上“✓”號)	<u>Type of Change 改動類別</u> (Please tick “✓” as appropriate 請在適當的空格內 加上“✓”號)	<u>Details of Change Required 所需改動詳情</u>
☐ Addresses of godowns owned, rented or used by the applicant at which transhipment cargo will be stored 由申請人擁有、租用或使用作存放轉運貨物貨倉的地址 (Please attach a copy of each relevant rental contract as supporting document 請夾附有關的租約副本作為證明文件)	☐ <u>Addition 增加</u> ☐ <u>Deletion 刪除</u> ☐ <u>Amendment 改動</u>	Address (state whether owned or rented 請註明屬申請人擁有或租用): ☐ owned 擁有 or或 ☐ rented 租用 Floor Area (m ²) 樓面面積(以平方米計算): Storage Capacity in respect of Transhipment Cargo (m ³) 存放轉運貨物的空間(以立方米計算): (Please supplement with additional sheet if necessary 如有需要，請夾附頁)
☐ <u>(Applicable to freight forwarders ONLY 只供貨運公司填寫)</u> List of local shipping companies/airlines which have appointed the applicant as their agent for the purpose of handling transhipment cargo 請列出已委任申請人作為其代理商以處理轉運貨物的本地船務/航空公司 (Please attach copies of relevant letters of appointment issued by a local shipping company/airline or agency agreement 請夾附由本地船務/航空公司發出的有關委任書或代理商協議書副本)	☐ <u>Addition 增加</u> ☐ <u>Deletion 刪除</u> ☐ <u>Amendment 改動</u>	Name of Shipping Company/Airline: 船務/航空公司名稱 Address and Telephone No.: 地址及電話號碼 (Please supplement with additional sheet if necessary 如有需要，請夾附頁)
☐ List of <u>goods vehicles</u> owned by the applicant which have Closed Road Permits issued by the Transport Department 請列出申請人所擁有、並領有由運輸署發出的封閉道路通行許可證的 <u>載貨車輛</u> (Please attach a copy of each relevant Closed Road Permit 請夾附有關封閉道路通行許可證副本)	☐ <u>Addition 增加</u> ☐ <u>Deletion 刪除</u> ☐ <u>Amendment 改動</u>	Vehicle Registration No 車輛登記號碼 Name of Driver/Passenger 司機/乘客姓名 Expiry Date of Closed Road Permit 封閉道路通行許可證的屆滿日期 Serial No. of Closed Road Permit 封閉道路通行許可證編號 (Please supplement with additional sheet if necessary 如有需要，請夾附頁)

4. The signatory hereby declares, on behalf of the applicant and to the best of his knowledge and belief, that the information given in this application form is true and correct and that he undertakes to inform the Director-General of Trade and Industry immediately in writing of any change in the information provided in this application form. Both the signatory and/or applicant understand(s) that exemption obtained on the basis of false material particulars in an application is void from the start and the signatory and/or applicant may be liable to criminal prosecution. 簽署人謹代表申請人作出聲明，就本人所知及所信，本申請書內所填的各項資料，均屬真確無訛。申請人並保證，本申請書內所填資料如有任何變更，會立即以書面通知工業貿易署署長。簽署人及/或申請人明白憑虛假資料所取得的豁免，一開始即屬無效。簽署人及/或申請人並可能遭刑事檢控。

5. The exemption granted under the Transshipment Cargo Exemption Scheme (the Scheme) shall be subject to the conditions as promulgated in the Application Form for Registration of the Scheme and the conditions of exemption under the Scheme. The signatory hereby agrees on behalf of the applicant that he has read and understood these conditions and undertakes to comply with them and any other conditions stipulated in relevant circulars or letters which may be issued by the Director-General of Trade and Industry, who may revise or vary the conditions of exemption at any time he deems appropriate. 申請人須遵守登記申請書所載的條件和轉運貨物豁免許可證方案（下稱「本方案」）下的豁免條件，才可根據本方案獲豁免許可證規定。簽署人現代表申請人表示已閱讀及明白此等條件，並保證遵守有關條件，以及工業貿易署署長將來會發出的有關通告或函件內所載列的其他條件，而工業貿易署署長在其認為適當時亦可修改有關豁免條件。

6. The signatory hereby acknowledges on behalf of the applicant that breaching of any of these conditions of exemption may lead to the revocation/suspension of the exemptions, irrespective of whether legal and/or other administrative actions are taken against the applicant in this application form, and the Director-General of Trade and Industry may also by notice in writing revoke or suspend any exemption granted to the applicant in this application form or may amend any conditions of exemption. 簽署人謹代表申請人確認，申請人明白，倘違反任何此等豁免條件，工業貿易署署長可撤銷或暫停本申請書上的申請人所獲得的豁免，而不論是否有向其採取法律行動及/或行政制裁。工業貿易署署長亦可以書面撤銷或暫停批予本申請書上申請人的豁免，或可修改任何豁免條件。

7. The signatory also hereby acknowledges on behalf of the applicant that he fully understands that the Trade and Industry Department at all times reserves the right to disclose all or any of the information provided herein to third parties either in Hong Kong or elsewhere for the purposes of or in connection with the exercise or performance of any of the powers or duties under the legislation; the implementation of the Scheme or the institution of criminal proceedings under the legislation. 簽署人亦謹代表申請人確認，申請人完全明白工業貿易署署長時刻保留權利，可為了行使或執行法例下的任何權力或職責，或實施本方案，或於法例下提起刑事訴訟，或與這些事宜有關連的事情，而向香港或其他地方的第三者披露本申請書上提供的全部或任何資料。

Signature/Digital Signature
(Digital signature applicable for e-submission)
簽署 / 數碼簽署
(數碼簽署適用於網上遞交)

Name of Signatory
(in Block Letters)
簽署人姓名
(請以正楷填寫)

Company/Business Chop (See Note)
公司 / 商號印章 (見註)

Date
日期

Position of Signatory (See Note)
簽署人職位 (見註)

Note 註：

- (1) This application form should be signed by 本申請書應由下列人士簽署：
 - (a) the proprietor, if the applicant is a sole proprietor 如申請人屬獨資經營：東主；
 - (b) a partner, if the applicant is a partnership 如申請人屬合夥經營：合夥人之一；
 - (c) a director, or the person authorised to sign on behalf of the company, if the applicant is a limited company. 如申請人屬有限公司：一名董事或獲授權代表該公司簽署的人士。For e-submission, please provide a sample of signature and a sample of the company/business chop separately. 如於網上遞交申請，須另外提供簽署樣本及公司/商號印章樣本。
- (2) If the applicant is a limited company and this application form is signed by an authorised person who is not a director, please attach an authorisation letter signed by a director of the applicant. 倘申請人為有限公司，而本申請書由申請商號的一名非董事獲授權代表簽署，便須夾附由申請商號的一名董事簽署的授權書。
- (3) In this application form, the word "person" includes sole proprietorships, partnerships and limited companies. 就本申請書而言，「人士」一詞包括獨資經營者、合夥經營者及有限公司。
- (4) Applicants are reminded that it is an offence for any person granted an exemption under the Scheme to contravene or fail to comply with any conditions of exemption. Any person who contravenes or fails to comply with any such condition is liable to prosecution and/or may have his exemption under the Scheme revoked or suspended. 現提醒申請人，根據本方案獲豁免許可證的人士倘違反或未能遵守豁免許可證的條件，即屬違法。任何人士倘違反或未能遵守該等條件，可遭檢控，及/或其根據本方案所獲的豁免可遭撤銷或暫停。

IMPORTANT NOTE

重要說明

Personal Data in Applications for Registration or Amendment of Registration Particulars under the Transhipment Cargo Exemption Scheme (the Scheme)

**有關在轉運貨物豁免許可證方案下
申請登記/更改登記資料時所遞交的個人資料**

The Trade and Industry Department is committed to ensuring that all personal data provided under applications for registration or amendment of registration particulars under the Scheme are handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance.

工業貿易署會確保在轉運貨物豁免許可證方案（下稱「本方案」）下申請登記/更改登記資料時遞交的所有個人資料，均按照《個人資料(私隱)條例》的有關條文處理。

Purpose of Collection of Personal Data

收集個人資料的用途

The personal data required on the application forms may include the name, address, telephone number, fax number and e-mail address of company/ registered business, signature of the authorised signatory or responsible person, the HKID card numbers and names of drivers/passengers of the goods vehicles owned by the applicant and having Closed Road Permits issued by the Transport Department and the director list of the company which may show the names, home addresses, nationalities, and HKID card and passport numbers of the directors, etc. The personal data provided will be used for consideration and other actions relating to the registration/renewal of registration under the Scheme. Incomplete or inaccurate information provided in the application may affect the consideration of the application, and may result in its being deferred or rejected, and/or other administrative/legal action being taken against the parties concerned.

申請書上所須提供的個人資料，可包括：公司/已註冊業務的名稱、地址、電話號碼、傳真號碼及電郵地址、獲授權簽署人或負責人員的簽署、申請人所擁有載貨車輛（持有運輸署簽發的封閉道路通行許可證）的司機/乘客姓名及香港身份證號碼及可能載有有關公司董事姓名、住址、國籍、香港身份證及護照號碼的董事名單等。此等個人資料將用於考慮本方案登記/續辦登記的申請及作其他有關用途。在有關的申請書內提供不完備或不正確的資料，會影響本署考慮有關申請，並可能引致申請遭延遲處理或拒絕受理，以及/或導致本署對有關人士採取其他行政制裁/法律行動。

Transfer of Personal Data

轉移個人資料

The data collected in the applications will be kept in confidence. They may however be disclosed to other government departments, or to third parties in Hong Kong or elsewhere, for the purposes of or in connection with the exercise or performance of any of the powers or duties under the legislation; the implementation of the Scheme; or the institution of criminal proceedings under the legislation; or if such disclosure is necessary to facilitate

consideration of the application; is in the interests of the trade in Hong Kong; is authorised or required by the law; or if explicit consent to such disclosure is given by the applicant/data subject.

本署會對有關申請書內的個人資料嚴格保密。然而，本署或會將該等資料向政府其他部門，或向在香港或其他地方的第三者披露，此等情況包括：本署為了行使或執行法例下的任何權力或職責；或實施本方案；或於法例下提起刑事訴訟；或與這些事宜有關連的事情；或本署認為需要披露該等資料，以便考慮有關申請；或為了維護本港的貿易利益；或有關披露是根據法律授權或規定的；或已獲有關申請人/資料當事人明確同意披露該等資料。

Rights of Access to and Correction of Personal Data

查閱及更正個人資料的權利

Applicants/data subjects whose personal data are collected by the Department may request access to them under the Personal Data (Privacy) Ordinance. A charge will be made to cover the cost of photocopying the data supplied. In addition, if the data subject considers that the data supplied to the Trade and Industry Department is inaccurate, a request for correction of the personal data may be made after a data access request has been complied with. The data subject should also note that, in connection with applications for registration/amendment of registration particulars under the Scheme, the applicant/data subject making false declaration or furnishing false or misleading information shall be guilty of an offence.

本署存有其個人資料的申請人/資料當事人，可根據《個人資料(私隱)條例》向本署要求查閱其個人資料。本署在提供個人資料時，須收取影印費用。此外，倘資料當事人認為提供予工業貿易署的資料不準確時，則可在查閱資料後，再以書面提出更正個人資料的要求。資料當事人亦須注意，倘申請人/資料當事人在本方案下申請登記/更改登記資料時作出虛假聲明或提供虛假或誤導性資料，即屬違法。

Contact Persons

聯絡人員

Requests for access to personal data provided under applications for registration/amendment of registration particulars under the Scheme should be made in writing on the Data Access Request Form (No. OPS003 issued by the Privacy Commissioner), which is available at the Information Counter of the Trade and Industry Department and at the Trade and Industry Department Homepage, to the officer-in-charge of the Manifest Checking Unit (Tel No. : 2398 5565) at Room 1604, 16/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong.

任何人士如欲查閱在本方案下申請登記/更改登記資料時遞交的個人資料，可前往本署詢問處，索取由私隱專員發出的查閱資料要求表格(表格 OPS003)，或從本署網頁下載該表格，填寫後交回香港九龍城協調道 3 號工業貿易大樓 16 樓 1604 室艙單查核分組主管人員（電話：2398 5565）。