



Trade and Industry
Department

THE GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION

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

[The completed application form, together with the supporting document(s), shall be delivered in person at the Integrated Customer Service Centre, Trade and Industry Department (the Department) in Room 1324 on 13/F of the Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong, or via fax no. 3525 1176, or submitted electronically via the Department's e-Form Submission Service. Application will only be processed upon the Department's receipt of all the required document(s).]

Application No. and Date (For official use only)

To : Director-General of Trade and Industry

Application for Certified True Copy of Export Licence (Powdered Formula)^

Export Licence No. : _____ Date of Issue : _____

(I) Export Licence Particulars :

Name of Exporter		
Business Registration No.		
Telephone No.		
Destination		
Name of Consignee		
Actual Departure Date (please fill in the box for consignment already shipped) :		
Description of Goods	Quantity Declared	
	No. of Packages	No. of Units (kg)

Copy / Copies required : ☐ Original ☐ Triplicate [Please "✓" the appropriate box(es)]

(II) Reason for application for Certified True Copy * : ☐ Theft ☐ Loss ☐ Destruction

(III) Supporting document(s) attached : _____

Exporter's Declaration and Undertaking

I, _____, signing for and on behalf of _____
(# Name of Signatory in Full) (Name and Address of Exporter)

hereby declare that all the particulars given above are true and correct and that I undertake to return immediately to the Department the Original and / or Triplicate of the above export licence (if applicable) should it be recovered at a later date.

Date

Signature

Business Chop

^ The certified true copy should be collected in person at the Integrated Customer Service Centre upon production of the receipt for application (for application submitted in person or submitted electronically via the Department's e-Form Submission Service) / a copy of the completed application form (for application submitted by fax).

* Application for certified true copy of export licence will only be considered in the event of theft, loss or destruction of Original / Triplicate copy of the export licence. Issue of certified true copy of the export licence is furthermore limited to the Original / Triplicate copy reported stolen, lost or destroyed.

The signatory must be the **proprietor, partner or director of the exporter** as the case may be, or **other duly authorised representative**. For application to be submitted electronically via the Department's e-Form Submission Service, please insert a valid digital certificate of the company / registered business under "Signature" on the e-application form for digital signature. Business chop is only required for submission in hard copy.

Warning : Exporter / Licensee found to have furnished false or misleading information and particulars in this application is liable to prosecution. In addition, the Director-General of Trade and Industry reserves the right to take administrative action against the licensee / applicant.