



香港特別行政區政府 工業貿易署

Trade and Industry Department

The Government of the Hong Kong Special Administrative Region

(For official use only)

Date of Receipt : \_\_\_\_\_

Application No : **WR** \_\_\_\_\_

## **Customs Facilitation Measures for Wine Entering the Mainland through Hong Kong: Renewal Application for Registration as Hong Kong Registered Wine Exporters**

\* Please attach separate sheets if the space provided for a particular item in the application form is insufficient.

### **PART I GENERAL PARTICULARS**

(1) Company Name <sup>(Note 1)</sup> : \_\_\_\_\_ (Chinese)  
 \_\_\_\_\_ (English)  
 (in block letters)

(2) Current Certificate No. of Registered Wine Exporter : **W/** \_\_\_\_\_

**There is no need to fill in Items (3) - (5) if the information remains the same as that reported previously.**

(3) Business Address : \_\_\_\_\_  
 \_\_\_\_\_ (Chinese)  
 \_\_\_\_\_  
 \_\_\_\_\_ (English)

(4) Name of Contact Person : \_\_\_\_\_ (Chinese) \_\_\_\_\_ (English)

Tel no. : \_\_\_\_\_ Fax no. : \_\_\_\_\_

Email (if applicable) : \_\_\_\_\_

(5) Storage premises in Hong Kong for wine entering the Mainland through Hong Kong (if different from the business address above) : \_\_\_\_\_  
 \_\_\_\_\_

## PART II DECLARATION AND UNDERTAKING

- (1) I, the undersigned<sup>(Note 2)</sup>, signing for and on behalf of the company as registered in Part I of this application form in providing the relevant information and giving the undertakings, declare that the information given in this application is true and correct.
- (2) I undertake:
- (i) to operate in compliance with the law, not to provide any forged documents, and to take all reasonable and practicable measures in ensuring that the documents submitted to relevant officers of the Hong Kong Special Administrative Region (HKSAR) Government are accurate and correct;
  - (ii) to maintain records of transactions and import/export relating to the wine exported to the Mainland for at least two years, including the sales contracts, invoices and transport documents, etc.;
  - (iii) to agree, under reasonable circumstances, to provide officers of the HKSAR Government with the information relating to the application and item (ii) above and to give consent that the HKSAR Government may disclose the relevant information to the Mainland Customs. Such information will only be used for purposes relating to the Co-operation Arrangement on Customs Facilitation Measures for Wine Entering the Mainland through Hong Kong and the Registration as Hong Kong Registered Wine Exporters; and
  - (iv) to permit relevant officers of the HKSAR Government, under reasonable circumstances, to enter the business and storage premises of my company for the purpose of inspection and verification of information relating to the application and item (ii) above.

I understand that any of the above undertakings shall not be interpreted as limiting the powers of the officers of the HKSAR Government under the Import and Export Ordinance (Cap 60). I also understand that if I am in breach of any of the above undertakings and cannot provide reasonable explanations in writing, the Trade and Industry Department may remove my company from the Register of Registered Wine Exporters and revoke the Certificate(s) issued and notify the Mainland Customs.

- (3) I undertake to abide by any conditions as the Trade and Industry Department may impose under the Registration as Hong Kong Registered Wine Exporters.
- (4) I undertake to provide any other information as required by the Trade and Industry Department in support of this application.
- (5) I declare that I give consent to the Trade and Industry Department that it may publish any particulars of the Register of Hong Kong Registered Wine Exporters (including the name, addresses, telephone and fax numbers, and email addresses of my company).
- (6) I undertake to inform the Trade and Industry Department in writing immediately of any change of the particulars as provided on this form.

Signature <sup>(Note 2)</sup>	_____	Business Chop <sup>(Note 2)</sup>	_____
Name of Signatory	(Chinese) _____ (English) (in block letters)	HKID Card/ Passport No. (Please specify nationality)	_____  Date _____ (Day/Month/Year)
Position	_____		

## **Submission of Supporting Documents and Proof of Payment**

The duly completed application form shall be accompanied by the following supporting documents <sup>(Note 3)</sup>, and proof of payment, and submitted in person to the Registration Unit for Hong Kong Registered Wine Exporters at the Textiles Trader Registration Office, 14/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong:

- (a) a copy of the valid Business Registration Certificate of the applicant;
- (b) supporting documents <sup>(Note 4)</sup> to substantiate the engagement of substantive business operation in wine; and
- (c) proof of payment (i.e. the fee demand note franked by the Department. Please refer to Annex V of this circular for the payment procedures).

*If there is any change in the proprietor, the partner or the director of the company after the existing registration (if applicable):*

- (d) *a copy of the ID card/passport of the signatory in Part II of this application form;*
- (e) *for sole proprietorships/partnerships: a copy of the “Certified Extract of Information on the Business Register” issued by the Business Registration Office; or*  
*for limited companies: a copy of the latest Annual Return under the Companies Ordinance or Notice of Change of Company Secretary and Director (Appointment/Cessation).*

### **NOTE**

Note 1 : Please provide the name of the applicant as shown on the Business Registration Certificate.

Note 2 : This application must be signed by:

- i). for sole proprietorship: the proprietor;
- ii). for partnership: one of the partners; or
- iii). for limited company: a director or a responsible person authorised by the board of directors (a letter of authorisation is required to be provided in the latter case).

Please sign the application in full signature (initial not accepted), and apply a clean and legible business chop.

Note 3 : Where necessary, the Department may request the applicant to provide additional information and supporting documents.

Note 4 : Substantive business operation in wine covers import and export trade, wholesale, retail, logistics and transport, storage and other supporting operation in wine. Applicants should submit copies of the commercial invoice of three different business transactions providing the aforesaid services to their clients during the 12 months prior to the submission of the application.

## **Important Note on Personal Data Collection**

The Trade and Industry Department (the Department) is committed to ensuring that all personal data submitted for application and renewal under the Registration as Hong Kong Registered Wine Exporters (the Registration) are handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

### **Purpose of Collection of Personal Data**

Personal data provided on the relevant forms for the Registration may include the name, HKID card/passport number and telephone number of the person who signs the form as well as the name(s), HKID card/passport number(s) of the sole proprietor, partners, shareholders and directors of the applicant concerned, etc. The Registration may require the provision of the shareholder and director list which may show the names, addresses, nationalities, HKID card/passport numbers of the shareholders and the directors concerned, etc. The data will be used by the Department for consideration and processing of the application for registration and renewal as a Registered Wine Exporter, checking compliance with various administrative regulations, and for other related purposes. Incomplete or inaccurate information provided in the application forms may affect the consideration and processing of the applications, and may result in their being deferred or rejected, and/or other administrative action being taken against the parties concerned.

### **Transfer of Personal Data**

The data collected in the relevant forms of the Registration will be kept in confidence. They may however be disclosed to other government departments, or to third parties in Hong Kong or elsewhere, if such disclosure is necessary to facilitate consideration or processing of the applications, is in the interest 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.

### **Rights of Access to and Correction of Personal Data**

Concerned persons/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 Department is inaccurate, a request for correction of the personal data may be made in writing after a data access request has been complied with.

### **Contact Person**

Requests for access to personal data submitted in the relevant forms of the Registration 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 on 1/F of the Trade and Industry Tower and at the Department's Homepage (<http://www.tid.gov.hk/english/aboutus/form/publicform/others/index.html>), to the subject officer of the Registration Unit for Hong Kong Registered Wine Exporters at the Textiles Trader Registration Office, 14/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong. The subject officer can be reached at telephone number 3403 6426.