

Guidance Notes for Specimen of Export Licence Form
covering Ozone Depleting Substances

耗蝕臭氧層物質出口證表格的填寫指南

Note No.	Guidance Notes	
	English	Chinese
1	Please give name and full address of the exporter. P.O. Box Number or 'Company A on behalf of Company B' cannot be accepted.	請填上出口商的名稱及詳細地址，郵箱號碼或「公司甲代表公司乙」恕不接受。
2	Please give name and full address of the consignee. P.O. Box Number or 'Company A on behalf of Company B' cannot be accepted. Country of the consignee must be clearly specified and should tally with the destination country stated on the application. Licences will not be issued for exports of scheduled substances (please refer to the website of the Environmental Protection Department < http://www.epd.gov.hk/epd/english/application_for_licences/guidance/wn6_licen1_1.html > for the latest list of scheduled substances) to a country of destination that is not a party to the Montreal Protocol. However, according to the Montreal Protocol, trade with a non-party which has been determined, by a meeting of the parties, to be in full compliance with Articles 2 and 4, and have submitted data to that effect as specified in Article 7 of the Protocol is permitted. In case the goods are to be shipped to the country of destination to order of a party with an address not in that country, the full name and address of this party should appear in this box with the words 'to order of', etc. Please refer to the website of the Ozone Secretariat of the United Nations Environment Programme < http://ozone.unep.org/new_site/en/treaty_ratification_status.php > for the updated list of the Parties to the Montreal Protocol.	請填上收貨人的名稱及詳細地址，郵箱號碼或「公司甲代表公司乙」恕不接受。收貨人所屬國家必須清楚註明，並應與申請書上列明的目的地國家吻合。受管制物質(請瀏覽環境保護署網頁< http://www.epd.gov.hk/epd/tc_chi/application_for_licences/guidance/wn6_licen1_1.html >以獲得最新的受管制物質清單)輸往的目的地國家如非《蒙特利爾議定書》締約國，則不會獲發出口證。然而，根據《蒙特利爾議定書》的規定，商號可與經各締約國開會決定已完全遵守議定書第2及第4條，並已如第7條規定提交有關證明資料的非締約國進行有關的貿易。如貨物的指定收貨人的地址，不在貨物運往的目的地國家，則須在此欄內註明「指定收貨人」等字樣，並填上此收貨人的詳細名稱及地址。請瀏覽聯合國環保規劃處臭氧秘書處網頁< http://ozone.unep.org/new_site/en/treaty_ratification_status.php >以獲得最新的《蒙特利爾議定書》締約國名單〔只提供英文版以作參考〕。
3	Please quote the registration number of your company on the Registration Certificate.	請填寫出口商在登記證上的編號。

Note No.	Guidance Notes	
	English	Chinese
4	The country, not the name of a city, of the final destination should be given. This should tally with the address of the consignee above. Exports of scheduled substances to a country of destination that is not a party to the Montreal Protocol are not allowed. However, according to the Montreal Protocol, trade with a non-party which has been determined, by a meeting of the parties, to be in full compliance with Articles 2 and 4, and have submitted data to that effect as specified in Article 7 of the Protocol is permitted.	應填寫最終目的地的國家名稱而非城市名稱。所填國家名稱應與上述收貨人地址相符。受管制物質輸往的目的地國家不得為非《蒙特利爾議定書》締約國。然而，根據《蒙特利爾議定書》的規定，商號可與經各締約國開會決定已完全遵守議定書第2 及第4 條，並已如第7 條規定提交有關證明資料的非締約國進行有關的貿易。
5	Please give the date of departure. If the exact date is not known, an intended date (e.g. on or about date) is acceptable. Licence application should be lodged well before the intended date of departure to allow sufficient time for the application to be processed and approved by the Trade and Industry Department.	請填上離港日期。如未知確實日期，預計日期（例如在某日左右）亦可接。出口證申請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。
6	Please state the mode of transport (by air, sea or lorry, etc.) and give the vessel and voyage, flight or vehicle number, if available.	請說明運輸方式（空運、海運或陸運等）。如知悉船隻名稱及航班、班機或車輛的編號，亦請填上。
7	Please insert the date and give the signatory's name in block letters. Initials are not accepted.	請填上日期並用正楷填寫簽署人的姓名，簡寫恕不接受。
8	The name of exporter must be the same as the exporter declared above. The declaration cannot be made on behalf of another company.	出口商的名稱須與上述報稱的出口商相同。不可代其他公司作出聲明。
9	Please sign the application. Full signature rather than initial is required. The declaration must be signed by an authorized official of the company whose name and specimen signature have been registered with the Trade and Industry Department. Please apply company chop of the exporter on each and every page of the export licence application. The company chop should be the one registered with the Department and should be clear and legible.	請在申請書上簽署，簽署時須使用全名，不得使用簡簽。聲明必須由公司授權人員簽署，而該簽署人的姓名及簽署式樣必須已在工業貿易署登記。請在出口證申請書的每頁蓋上出口商的公司印章。公司印章須已在本署登記，並清晰可辨。

Note No.	Guidance Notes	
	English	Chinese
10	Please give the shipping marks and numbers. If there are no shipping marks and numbers, the words 'no marks' should be stated.	請填上付運標記及編號。如無付運標記及編號，應註明「無標記」。
11	Please indicate the number of packages/cartons, etc. in both words and numerals and specify the type/mode/form of packages. Goods may be packed in the form of cartons, drums, cylinders, cans, bottles, etc.	請用文字及數字指出包裹／箱盒等數目，並註明包裹的類型／式樣／形式。貨物可以用盒、桶、缸、罐及瓶等包裝。
12	Please name the country of origin for each item of goods. This is the country where the goods are manufactured.	請填上每項物品的原產國家，即製造貨物的國家。
13	Please give full product description for each item of goods including the brand name.	請為每項貨物填上詳細的產品描述，包括牌子。
14	Net weight of goods should be expressed in 'kg' and rounded to the nearest two decimal places. Please put an asterisk immediately in front of the first numeral and leave no space between the last numeral and 'kg'.	應以「千克」填寫貨物的淨重，並準確至小數點後第二個位。請在第一個數字前加上星號，並切勿在最後一個數字與「千克」之間留下空位。
15	Please fill in the common name of the scheduled substance present in the goods.	請填寫貨物內受管制物質的普通名稱。
16	Please give the content of the scheduled substance. If it is a pure scheduled substance, please write 100%. If it is a mixture, please give the percentage by weight.	請填上受管制物質的成份。如為純淨的受管制物質，請填上100%。如為混合物，則請註明以重量計所佔的百分比。
17	Please calculate according to the formula and give the weighted quantity of the scheduled substance present. The weighted quantity should be expressed in 'kg' and rounded to the nearest two decimal places. Please put an asterisk immediately in front of the first numeral and leave no space between the last numeral and 'kg'.	請填上根據方程式計算受管制物質的加權數量。加權數量應以「千克」填寫，並準確至小數點後第二個位。請在第一個數字前加上星號，並切勿在最後一個數字與「千克」之間留下空位。
18	Please give the FOB value of the goods to the nearest HK Dollar.	請填寫有關貨物以最接近港元計的離岸價。
19	Blank space must be crossed out.	必須刪去空白的地方。