



Trade and Industry Department  
The Government of the Hong Kong Special Administrative Region  
香港特別行政區政府 工業貿易署

For Official Use Only 工業貿易署專用
Date of Receipt 收件日期
Renewal Application No. 續期申請編號

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

**經香港輸往內地葡萄酒的通關徵稅便利安排：**  
**香港「備案葡萄酒出口商」登記續期申請表**

\* Please attach separate sheets if the space provided for a particular item in the application form is insufficient.  
如申請表內的某一項沒有足夠空位填寫，請另加紙張繼續填寫，並將其夾附於申請表上。

**PART I: GENERAL PARTICULARS**

**第一部份：一般資料**

- (1) Name of Company/ Registered Business <sup>(Note 1)</sup> : \_\_\_\_\_ (English 英文)  
公司／註冊業務名稱 <sup>(註 1)</sup> \_\_\_\_\_ (Chinese 中文)  
(in block letters 請以正楷填寫)
- (2) Current Certificate No. of Registered Wine Exporter : \_\_\_\_\_ W/  
現有登記證明書編號

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

下列項目(3)至(5)如與以往申報資料並無不同，則毋須填寫：

- (3) Business Address : \_\_\_\_\_  
營業地址  
\_\_\_\_\_  
(English 英文)  
\_\_\_\_\_  
(Chinese 中文)
- (4) Name of Contact Person : \_\_\_\_\_  
聯絡人姓名  
(English 英文) (Chinese 中文)

Office Tel. No.  
辦公室電話號碼 : \_\_\_\_\_

Mobile Phone No. (Optional)  
流動電話號碼(可選擇填寫): \_\_\_\_\_

Fax. No.  
傳真號碼 : \_\_\_\_\_

E-mail Address <sup>(Note 2)</sup>  
電郵地址 <sup>(註 2)</sup> : \_\_\_\_\_

- (5) Storage premises in Hong Kong for wine entering the Mainland through Hong Kong :  
(if different from the business address above)  
經香港輸往內地葡萄酒的  
在港貯存地點  
(如與上述營業地址不同)

## PART II: DECLARATIONS AND UNDERTAKINGS

### 第二部份：聲明及承諾

- (1) I, the undersigned<sup>(Note 3)</sup>, signing for and on behalf of the company/ registered business 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.  
本人，即下方簽署人<sup>(註3)</sup>，代表本申請表第一部份所註明的公司／註冊業務提供有關資料及作出有關的承諾。謹此聲明，本申請表內所提供的資料均屬正確及真實無訛。
- (2) I undertake:  
本人作出以下承諾：
- (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 provided to relevant officers of the Government of the Hong Kong Special Administrative Region (HKSAR Government) are accurate and correct;  
守法經營，不提供虛假文件，並採取一切合理及可行措施，確保提供予香港特別行政區政府有關人員的文件準確無誤；
  - (ii) to maintain records of transactions and imports/ exports relating to the wine exported to the Mainland for at least two years, including the sales contracts, invoices and transport documents, etc.;  
保存有關出口葡萄酒到內地的買賣及進出口文件最少兩年，包括合同、發票、運輸單證等；
  - (iii) to agree, under reasonable circumstances, to provide relevant officers of the HKSAR Government with 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 the 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  
同意在合理情況下，向香港特別行政區政府有關人員提供與本申請及上述第(ii)項相關的資料，並同意香港特別行政區政府可將有關資料提供予內地海關。有關資料只會用於與《為經香港特別行政區輸往內地的葡萄酒提供通關徵稅便利措施合作安排》及香港「備案葡萄酒出口商」登記相關的用途；及
  - (iv) to permit relevant officers of the HKSAR Government, under reasonable circumstances, to enter the business and storage premises of my company/ registered business for the purpose of inspection and verification of information relating to the application and item (ii) above.  
同意讓香港特別行政區政府有關人員，在合理情況下，進入本公司／註冊業務的營業和貨物貯存地點，進行視察及查核與本申請及上述第(ii)項相關的資料。
- 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 cancel the registration of my company/ registered business, revoke the Certificate(s) issued and notify the Mainland Customs.  
本人明白上述的任何承諾，均不得解釋為限制香港特別行政區政府有關人員根據《進出口條例》(第60章)所享有的權力。本人亦明白如本人不遵守上述承諾而未能提供合理書面解釋，工業貿易署可取消本公司／註冊業務的登記及撤銷已發出的證明書，並會通報內地海關。
- (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.  
本人保證會符合工業貿易署就香港「備案葡萄酒出口商」登記所訂的資格。

- (4) I undertake to provide any other information as required by the Trade and Industry Department in support of this application, and agree to accept all arrangements of the Trade and Industry Department in relation to the Registration as Hong Kong Registered Wine Exporters.  
本人同意會按工業貿易署的要求，提供支持本申請的任何其他資料，並同意接受工業貿易署就香港「備案葡萄酒出口商」登記所實施的一切安排。
- (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 names, business addresses, telephone numbers, facsimile numbers, and e-mail addresses of my company/ registered business).  
本人同意工業貿易署公布香港「備案葡萄酒出口商」名冊資料（包括本公司／註冊業務名稱、營業地址、電話號碼、傳真號碼和電郵地址）。
- (6) I undertake to inform the Trade and Industry Department immediately in writing of any change of the particulars as provided for the Registration as Hong Kong Registered Wine Exporters and to provide the related proofs.  
本人保證如曾就本登記遞交予工業貿易署的資料有任何變更，會立即以書面通知工業貿易署，並提供所需的證明文件。

Signature <sup>(Note 3)</sup> :  
簽署 (註 3) \_\_\_\_\_

Business Chop <sup>(Note 3)</sup> :  
業務印鑑 (註 3) \_\_\_\_\_

Name of Signatory :  
簽署人姓名 \_\_\_\_\_ (English 英文)

Hong Kong Identity Card/  
Passport No.  
(Please specify nationality) :  
香港身份證／  
護照號碼  
(請註明護照國籍) \_\_\_\_\_

\_\_\_\_\_  
(Chinese 中文)  
(in full and block letters 請以正楷全名填寫)

Date :  
日期 \_\_\_\_\_  
(Day 日/Month 月/Year 年)

Position :  
職位 \_\_\_\_\_

## NOTE 備註

- 1 Please provide the name of the applicant as shown on the Business Registration Certificate.  
請填上申請者的商業登記證上所顯示的名稱。
- 2 In case of any update, please provide a new and valid e-mail address for receipt of the approval document(s) upon successful renewal application.  
如有更改，請填上有效的新電郵地址，以便在成功續期後收取獲批文件。
- 3 This application form must be signed by:  
本申請表必須由以下人士簽署：
  - i) for sole proprietorship: the proprietor;  
獨資經營：東主；
  - ii) for partnership: one of the partners; or  
合資經營：合夥人之一；或
  - 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).  
有限公司：董事或經董事局授權的主理人（後者須出示授權書）。

For application to be delivered in person or by post, please sign the application form in full signature (initial not accepted), and apply a clear and legible business chop.

如以專人或郵遞方式提交申請，請在申請表上以全名簽署，不得使用簡簽，並蓋上清晰可辨的業務印鑑。

For application to be submitted via the Trade and Industry 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 by hard copy.

如透過工業貿易署的電子表格遞交服務提交申請，請在電子表格的「簽署」欄內上載公司／註冊業務的有效數碼證書進行數碼簽署。業務印鑑僅適用於提交列印表格。

- 4 Where necessary, the Department or Customs and Excise Department (C&ED) may request the applicant to provide additional information and supporting documents.  
如有需要，本署或香港海關可要求申請者提供額外資料及證明文件。
- 5 Substantive business operation in wine covers import and export trade, wholesale, retail, logistics and transport, storage and other supporting operation in wine. Applicants should provide copies of the commercial invoice of three different business transactions providing the aforesaid services to their clients during the 6 months or 12 months prior to the submission of the application. Please see paragraph 4 of Hong Kong Registered Wine Exporters Registration Circular No. 1/2017.  
有關葡萄酒的實質商業業務包括葡萄酒的進出口貿易、批發、零售、運輸物流、貯存及其他配套業務等。申請者須遞交於申請前六個月或十二個月內向其客戶提供上述服務的三項不同交易的商業發票副本。請參閱香港「備案葡萄酒出口商」登記通告第 1/2017 號內的第四段。

## Submission of Application Form and Required Documents

### 遞交申請表及所需文件

The application form, together with the following documents <sup>(Note 4)</sup>, shall be delivered in person at the Integrated Customer Service Centre of the Trade and Industry Department (the Department) in Room 1324 on 13/F of the Trade and Industry Tower (the Tower), 3 Concorde Road, Kowloon City, Hong Kong, or by post to the Registration Unit for Hong Kong Registered Wine Exporters on 14/F of the Tower, or submitted electronically via the Department's e-Form Submission Service <<https://www.tid.gov.hk/english/aboutus/form/publicform/others/allforms.html>>:

填妥的申請表必須連同以下文件 <sup>(註 4)</sup> 以專人送交工業貿易署（本署）位於香港九龍城協調道 3 號工業貿易大樓（大樓）13 樓 1324 室的綜合顧客服務中心，或郵寄至大樓 14 樓的香港「備案葡萄酒出口商」登記分組，或以電子方式透過本署的電子表格遞交服務 <[https://www.tid.gov.hk/tc\\_chi/aboutus/form/publicform/others/allforms.html](https://www.tid.gov.hk/tc_chi/aboutus/form/publicform/others/allforms.html)> 提交：

- (a) a photocopy of the valid Business Registration Certificate of the applicant;  
申請者的有效商業登記證影印本一份；
- (b) supporting documents <sup>(Note 5)</sup> to substantiate the engagement of substantive business operation in wine;  
曾在香港從事有關葡萄酒的實質商業業務的證明文件 <sup>(註 5)</sup>；
- (c) proof of payment/ payment of application fee (Please refer to Annex V of this circular for the payment procedures.):

繳款證明／已繳付的申請費用（繳款程序見本通告附件五。）：

- (i) For application to be delivered in person: the fee demand note franked by the Department;  
以專人遞交的申請：印有本署收款機印的繳款表格；
- (ii) For application to be delivered by post: a crossed cheque and a duly completed fee demand note; or  
以郵遞方式遞交的申請：劃線支票及填妥的繳款表格；或
- (iii) For application to be submitted via the Department's e-Form Submission Service: an e-Cheque; through online credit card or online Faster Payment System (FPS) payment via the Department's e-Payment Platform Portal <[https://www.tid.gov.hk/epay?lang=en\\_US](https://www.tid.gov.hk/epay?lang=en_US)>; or a crossed cheque and a duly completed fee demand note for payment of application fee for renewal mailed to the Registration Unit for Hong Kong Registered Wine Exporters.  
透過本署的電子表格遞交服務提交的申請：電子支票、經本署的網上付款平台 <[https://www.tid.gov.hk/epay?lang=zh\\_HK](https://www.tid.gov.hk/epay?lang=zh_HK)>以信用卡或轉數快（FPS）繳付、或以郵遞方式把用以繳付續期申請費用的繳交劃線支票及填妥的繳款表格送交香港「備案葡萄酒出口商」登記分組。
- (d) for limited companies: a photocopy of the latest Annual Return (Form NAR1) showing the current list of its director(s) under the Companies Ordinance; and  
如屬有限公司：根據公司條例遞交可顯示現有董事名單的最新周年申報表（表格 NAR1）影印本一份；
- (e) For changes to the signatory:  
如變更簽署人：
  - (i) a photocopy of the Hong Kong Identity Card/ Passport of the new signatory to the application. The photocopy will be destroyed by the Department after checking; and  
新簽署人的香港身份證／護照影印本一份，有關影印本會在本署查核完畢後銷毀；及
  - (ii) for limited companies: if there has been any change of appointment of its director(s) or the company secretary, a photocopy of the latest Annual Return (Form NAR1) showing the current list of Directors and Company Secretary or Notice of Change of Company Secretary and Director (Appointment/ Cessation) (Form ND2A)/ Notice of Change in Particulars of Company Secretary and Director (Form ND2B) as appropriate; or  
如屬有限公司：倘董事或公司秘書的任命有任何變更，須遞交可顯示現有董事及公司秘書名單的最新周年申報表（表格 NAR1）或更改公司秘書及董事通知書（委任／停任）（表格 ND2A）／更改公司秘書及董事詳情通知書（表格 ND2B）（如適用）的影印本一份；或
  - (iii) for sole proprietorships or partnerships: a photocopy of the Certified Extracts of Information on the Business Register issued by the Business Registration Office.  
如為獨資經營或合夥經營：商業登記署發出該商號的「商業登記冊內資料的摘錄的核證本」影印本一份。

In order to facilitate C&ED's verification, please also make available the original and photocopy of the following documents (Note 4) and present them to relevant officers of C&ED during verification:

為便利香港海關進行核實，請於香港海關進行核實時提供以下文件（註4）的正本及影印本：

- (f) Hong Kong Identity Card/ Passport of the signatory in Part II of this application form;  
申請表第二部份的簽署人的香港身份證／護照；
- (g) for limited companies: Certificate of Incorporation;  
如屬有限公司：公司註冊證明書；
- (h) Proof of business address (e.g. bills of public utility services);  
營業地址證明（如各類公用事業的賬單）；
- (i) Tenancy agreement/ proof of landlord;  
租約／業權證明；
- (j) Financial statements or other relevant documents; and  
財務報表或其他相關文件；及
- (k) Three sets of supporting document (such as invoices, payment records) to substantiate the wine business for the 6 months or 12 months prior to the submission of the application.  
遞交申請前六個月或十二個月內三項有關葡萄酒業務的文件（如發票、付款紀錄）。

The application may be delayed should the applicant fail to submit the required documents.

如申請者未能提供所需證明文件，其申請可能會被延誤。

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

### **關於收集個人資料的重要說明**

The Trade and Industry Department (the Department) is committed to ensuring that all personal data provided for application and relevant arrangement (including renewal and amendment of registration particulars) 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).

工業貿易署（本署）會確保所有就香港「備案葡萄酒出口商」登記（登記）的申請及相關安排（包括續期及修訂登記資料）時所遞交的個人資料，均按照《個人資料（私隱）條例》（第 486 章）的有關條文處理。

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

##### **收集個人資料的用途**

Personal data provided in connection with the Registration may include the name, Hong Kong Identity Card/ Passport number, telephone numbers and e-mail addresses of the person who signs the form as well as the name(s), Hong Kong Identity 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, Hong Kong Identity 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 registration, checking compliance with various administrative regulations, and for other related purposes. Incomplete or inaccurate information provided may affect the consideration and processing of the registration, and may result in their registration being deferred or rejected, and/ or other administrative action being taken against the parties concerned.

就有關登記所遞交的個人資料，可包括簽署申請人士的姓名、香港身份證／護照號碼、電話號碼及電郵地址，以及申請者為獨資經營東主、合夥人、股東及董事的姓名、香港身份證／護照號碼等。有關的登記手續或須夾附股東及董事的名單，而有關名單可能載有股東及董事的姓名、地址、國籍、香港身份證／護照號碼等。本署會根據該等資料，考慮及審理有關的登記；調查有關人士有否遵守各項行政上的規例；以及作其他有關用途。提供不完備或不正確的資料，會影響本署考慮及審理有關的登記，並可能引致登記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行動。

#### **Transfer of Personal Data**

##### **轉移個人資料**

The data collected in connection with 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 registration, 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.

本署會對有關登記所遞交的個人資料嚴格保密。然而，本署在某些情況下，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：本署認為需要披露該等資料，以便考慮或審理有關的登記；為了維護本港的貿易利益；根據法律授權或規定；或獲有關申請者／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**

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.

本署存有其個人資料的有關人士／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。本署會就提供的個人資料，收取影印費用。此外，倘資料當事人認為提供予本署的資料不準確，在查閱資料後，可以書面提出更正個人資料的要求。

#### **Contact Person**

##### **聯絡人員**

Requests for access to personal data provided in connection with the Registration should be made in writing by lodging a completed Data Access Request Form (No. OPS003) issued by the Privacy Commissioner, which is available at the Information Counter of the Integrated Customer Service Centre in Room 1324 on 13/F of the Trade and Industry Tower (the Tower), 3 Concorde Road, Kowloon City, Hong Kong, or at the Department's Homepage <<https://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 on 14/F of the Tower. The subject officer can be reached at telephone number 3403 6426.

查閱有關登記所遞交的個人資料，可前往位於香港九龍城協調道 3 號工業貿易大樓（大樓）13 樓 1324 室的綜合顧客服務中心內的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<[https://www.tid.gov.hk/tc\\_chi/aboutus/form/publicform/others/index.html](https://www.tid.gov.hk/tc_chi/aboutus/form/publicform/others/index.html)>下載該表格，填妥後的表格交回大樓 14 樓的香港「備案葡萄酒出口商」登記分組負責人員，其電話號碼為 3403 6426。