



Registration as Local Importers of Mainland Cereals and Grain Flour:
Application Form for Amendment of Registration Particulars

內地糧食及其製粉本地進口商登記：
修訂登記資料申請表

Name of Company/ Registered Business 公司 / 註冊業務名稱	
Current Certificate No. of Registered Importer 現有登記證明書編號	GF/
Registration Particulars to be Amended 修訂登記資料類別	Details of the Amendment(s) 登記資料修訂詳情
<input type="checkbox"/> Name of Company/ Registered Business ^(Note 1) 公司 / 註冊業務名稱 ^(註 1)	
<input type="checkbox"/> Business Address ^(Note 2) 營業地址 ^(註 2)	
<input type="checkbox"/> Proprietor/ Partner(s)/ Director(s) ^(Note 3) 東主 / 合夥人 / 董事 ^(註 3)	
<input type="checkbox"/> Information of Contact Person (Name/ Office Tel. No./ Mobile Phone No. / Fax. No./ E-mail Address ^(Note 4)) 聯絡人資料 (姓名 / 辦公室電話號碼 / 流動電話 號碼 / 傳真號碼 / 電郵地址 ^(註 4))	
<input type="checkbox"/> Storage Premises for Wheat Flour, Rice Flour, and Rice Imported from the Mainland 自內地進口的小麥粉、大米粉和大米貯 存地點	
<input type="checkbox"/> Nature of Business (and scope of commodities) 業務性質 (及商品範圍)	
<input type="checkbox"/> Others 其他	

(Please tick box(es) as appropriate. More than one item may be selected.)
(請在適當空格內填上「✓」號，可選擇多於一項。)

I, the undersigned ^(Note 5), signing for and on behalf of the company/ registered business as registered in this application form in providing the relevant information and giving the undertakings, declare that the information given in this application form is true and correct. I understand the Trade and Industry Department, upon receipt of the application form, may request the provision of other relevant information and verify the status of our company/ registered business as a Registered Importer where necessary.

本人，即下方簽署人^(註 5)，代表本申請表所註明的公司／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。本人明白，工業貿易署在收到申請表後或會要求提供其他相關資料及審視本公司／註冊業務的「登記進口商」身份。

Signature ^(Note 5) 簽署 ^(註 5)	:	_____	Business Chop ^(Note 5) 業務印鑑 ^(註 5)	:	_____
Name of Signatory 簽署人姓名	:	_____	Hong Kong Identify Card/ Passport No. (Please specify nationality) 香港身份證／ 護照號碼	:	_____
		(English 英文)	(請註明護照國籍)		
		_____	Office Tel. No. 辦公室電話號碼	:	_____
		(Chinese 中文)			
		(in full and block letters 請以正楷全名填寫)			
Position 職位	:	_____	Date 日期	:	_____
					(Day 日 / Month 月 / Year 年)

Notes 備註

1. For amendment of name of company/ registered business, please indicate the new name of company/ registered business as shown on the Business Registration Certificate and provide the following supporting documents:
如修訂公司／註冊業務名稱，請填上商業登記證上已更改的名稱，並提供以下證明文件：
 - (a) a photocopy of the valid Business Registration Certificate bearing the new business name; and
印有新註冊業務名稱的有效商業登記證影印本一份；及
 - (b) a photocopy of the Certificate of Change of Name (for limited companies only).
公司更改名稱證明書影印本一份（如屬有限公司）。
2. For amendment of business address, please fill in the full address as shown on the Business Registration Certificate and provide a photocopy of the valid Business Registration Certificate bearing the new address.
如修訂營業地址，請填上商業登記證上已更改的地址，並提供印有新地址的有效商業登記證影印本一份。
3. For changes of signatory:
如變更簽署人：
 - (a) a photocopy of the Hong Kong Identity Card/ Passport of the new signatory. After checking, the photocopy will be destroyed by the Trade and Industry Department (the Department) for application submitted via the Department's e-Form Submission Service or delivered by post, or returned to the applicant on the spot for application lodged in person; and
新簽署人的香港身份證／護照影印本一份。如透過工業貿易署（本署）的電子表格遞交服務或以郵遞提交申請，有關的香港身份證／護照影印本會在本署查核完畢後銷毀；如以專人遞交申請，有關影印本會在查核完畢後即時發還予申請者；及
 - (b) 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近周年申報表（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
 - (c) for sole proprietorships or partnerships: a photocopy of the Certified Extracts of Information on the Business Register issued by the Business Registration Office.
如屬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。
4. In case of any update, please provide a new and valid e-mail address for receipt of the approval document(s) upon successful renewal in future.
如有更改，請填上有效的新電郵地址，以便日後在成功續期後收取獲批文件。
5. This application form must be signed by:
本申請表必須由以下人士簽署：
 - (i) for sole proprietorships: the proprietor;
獨資經營：東主；
 - (ii) for partnerships: one of the partners; or
合資經營：合夥人之一；或
 - (iii) for limited companies: 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 submitted 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.

如透過本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。

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

如以郵遞方式或專人遞交申請，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。

Submission of Application Form and Supporting Documents

遞交申請表及證明文件

The duly completed application form with the supporting documents shall be submitted electronically via the Trade and Industry Department (the Department)'s e-Form Submission Service <<https://www.tid.gov.hk/english/aboutus/form/publicform/others/allforms.html>>, or delivered by post to the Registration Unit for Local Importers of Mainland Cereals and Grain Flour of the Department on 14/F, Trade and Industry Tower (the Tower), 3 Concorde Road, Kowloon City, Hong Kong, or in person at the Integrated Customer Service Centre in Room 1324 on 13/F of the Tower. 填妥的申請表及證明文件請以電子方式透過工業貿易署（本署）的電子表格遞交服務 <https://www.tid.gov.hk/tc_chi/aboutus/form/publicform/others/allforms.html>提交，或郵寄至本署位於香港九龍城協調道3號工業貿易大樓（大樓）14樓的內地糧食及其製粉本地進口商登記分組，或以專人送交大樓13樓1324室的綜合顧客服務中心。

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 arrangements (including renewal and amendment of registration particulars) under the Registration as Local Importers of Mainland Cereals and Grain Flour (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）會確保所有就內地糧食及其製粉本地進口商登記（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）的有關係文處理。

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 and telephone number(s) 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 of the applicant 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，可包括簽署申請表人士的姓名、香港身份證／護照號碼及電話號碼，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 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 concerned persons/ data subjects.

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；或獲有關人士／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 Department's Homepage <<https://www.tid.gov.hk/english/aboutus/form/publicform/others/index.html>>, or 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, to the subject officer of the Registration Unit for Local Importers of Mainland Cereals and Grain Flour on 14/F of the Tower. The subject officer can be reached at telephone number 2398 5733.

查閱有關登記所遞交的個人資料，可從本署網頁 <https://www.tid.gov.hk/tc_chi/aboutus/form/publicform/others/index.html> 下載由私隱專員發出的查閱資料要求表格（表格 OPS003）或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該表格，填妥後交回大樓 14 樓的內地糧食及其製粉本地進口商登記分組負責人員，其電話號碼為 2398 5733。