



Guidance Notes for submitting Powdered Formula (PF) export licence applications electronically via Trade and Industry Department (TID)'s e-form Submission Service
透過工業貿易署（工貿署）電子表格遞交服務提交配方粉出口許可證申請指南

1. Please **download** the application form (TRA 394 – Export Licence for Powdered Formula) from the TID's E-services and Forms webpage :

<https://www.tid.gov.hk/en/public_services/forms/powdered_formula.html>

請於下列工貿署電子服務及表格網頁**下載**申請表格（TRA 394 - 配方粉出口許可證）：<https://www.tid.gov.hk/tc/public_services/forms/powdered_formula.html>

Forms

Form No.	Updated	Form Title	Download Form	Submit Form	E-Services
TID 336	02/2023	Powdered Formula Export Licence : Request for Amendment		 (Note)	
TID 338	02/2023	Loss of Receipt - Application for Issue of Powdered Formula Export Licence		 (Note)	
TID 337	07/2023	Powdered Formula Export Licence : Request for Cancellation / Withdrawal of Application		 (Note)	
TID 340	02/2023	Request for Expeditious Issue of Export Licence (Powdered Formula)		 (Note)	
TID 341	02/2023	Application for Certified True Copy of Export Licence (Powdered Formula)		 (Note)	
→ TRA 394	06/2022	Export Licence for Powdered Formula • Guidance Notes 		 (Note)	

表格

表格編號	更新日期	表格名稱	下載表格	提交表格	網上服務
TID 336	02/2023	配方粉出口許可證：請求修訂		 (註)	
TID 338	02/2023	遺失收據 - 申請簽發配方粉出口許可證		 (註)	
TID 337	07/2023	配方粉出口許可證：請求取消/撤回申請		 (註)	
TID 340	02/2023	申請特快簽發配方粉出口許可證		 (註)	
TID 341	02/2023	申請出口許可證（配方粉）認證副本		 (註)	
→ TRA 394	06/2022	配方粉出口許可證 • 樣本說明 		 (註)	

2. This application form for Export Licence for Powdered Formula is in a fillable PDF format. Please fill in all the required details of the application form.

此配方粉出口許可證申請表格為可填寫的 PDF 檔案。請於申請表格上填上所有需要的資料。

EXPORT LICENCE Form 6 出口許可證表格六 ORIGINAL 正本

Exporter (Name and Address) 出口商 (名稱及地址) <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		Date of Issue 發出日期 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Licence No. 許可證編號 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Business Reg. No. 商業登記號碼 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		Tel. No. 電話號碼 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Consignee (Name and Address) 收貨人 (名稱及地址) <div style="border: 1px solid black; height: 40px; width: 100%;"></div>		Conditions of issue of this licence include the following:- 本許可證的發出條件包括以下各項： (i) Normally the form is to be submitted in duplicate. However for certain categories of goods, which are notified through Trade and Industry Department circulars, triplicates are required. 一般而言，本表格必須一式三份提交，但就工業貿易署轉通知的若干類貨品而言，本表格須一式三份提交。 (ii) Any number of items in licensable categories may be entered on this form provided all are shipped at the same time on the same vessel, aircraft or vehicle. 運往同一出口許可證的不同類別貨品，如在同一時間全部由同一船隻、飛機或車輛運送，可在本表格內一併填報，貨品數量不限。 (iii) The original must be given to the shipping, airline or transportation company for return to the Trade and Industry Department together with the relevant manifest. 本許可證的正本須交給船運、航空或運輸公司，由該公司將本許可證連同有關轉單交回工業貿易署。 (iv) The exporter must lodge export declarations in respect of items on this licence within 14 days of shipment. 在本許可證所開列的貨品付運後的 14 天內，出口商必須就該等貨品呈交出口報關單。 (v) The name and address of the Hong Kong manufacturer or processor must be provided for locally produced commodities covered by this licence. 對於本許可證所開列的本地製造貨品，必須提供香港製造商或加工商的名稱及地址。 (vi) In case of re-exports, condition (v) does not apply. However, the place of origin of the items must be shown in the box provided for the purpose on this licence. 關(v)項條件不適用於轉口貨品，但必須在本許可證所開列的貨品內填報該等貨品的來源地方。 (vii) This licence is valid for twenty eight days from the date of issue. 本許可證有效期為二十八天，由發出日期起計。 (viii) HKD means Hong Kong Dollar. *HKD* 指港元。	
Departure Date 離境日期 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		Vessel/Flight/Vehicle No. 船隻 / 飛機 / 車輛編號 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
請選擇 Please select			
WARNING: All alterations must be carried out by authorised officers. Heavy penalties are provided for false declaration & information, unauthorised alterations & misuse of this licence. 警告：只准署授權人員方可更改本許可證。凡作虛假聲稱、提供虛假資料、未經授權而更改本許可證或不當地使用本許可證者，可被重罰。			
Marks and Nos., Container No. 標記及編號、貨櫃編號 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	No. and Kind of Packages, Brand and Model. 包裝數目及種類、牌子及型號 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	DESCRIPTION OF GOODS 貨品的說明 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	No. of Units (e.g. kg, litre) 單位數量 (例如公斤、公升) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
F.O.B. Value HKD 船岸價 (以港元計) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		Total 總額 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Destination & Code 目的地及代碼 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		EXPORTER'S DECLARATION 出口聲稱防範 I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value. 本人謹此聲明：本人是就本聲稱所用貨品的出口商，本聲稱書中填報的資料均屬真實確切，而且上列填報的價值為全部價值。 Signature and Date 簽署及日期 <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
Item No. 項目 1 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Place of Origin 來源地方 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Code of Place of Origin 來源地方代碼 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Approved 已批准 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
2 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
3 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
4 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
5 <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

(代印)
for Director-General of Trade and Industry
工業貿易署署長

3. Please note in particular the information required under fields (a) – (c) as demonstrated below.

請特別注意以下(a) – (c)項所需提供的資料。

請選擇 Please select (a) - (a)			Total 總額	
(b) 本人已閱讀及明白於2013年5月24日發出的配粉簽證通告第4/2013號的內容，並謹此同意遵守其內所載有關配粉許可證的所有條款和條件。 I have read and understood the content of the Powdered Formula Licensing Circular No. 4/2013 issued on 24 May 2013 and hereby agree to abide by all the terms and conditions of a powdered formula licence stated therein.				
		Destination & Code 目的地及代碼	EXPORTER'S DECLARATION 出口商聲明書 I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value. 本人謹此聲明：本人是本聲明書所指貨品的出口商，本聲明書中填報的資料均屬真實無訛，而且上開填報的價值為全部價值。	
Item No. 項目	Place of Origin 來源地方	Code of Place of Origin 來源地方代碼		
1				
2				
3			Approved 已批准	
4			(代行) for Director-General of Trade and Industry 工業貿易署署長	
5			Signatory's Name in Block Letters 簽署人姓名 (用正楷填寫)	
			Signature and Date 簽署及日期 (c)	

(a)

Please choose an appropriate option from the list of options displayed in the dropdown menu.

請在下拉清單上選擇適當選項。

請選擇 Please select

請選擇 Please select
食物進口商登記號碼 Food importer registration number
食物進口商(豁免通知書)號碼 Food importer (notice of exemption) exemption number
powdered formula licence stated therein.

並謹此同意遵守其內所載有關配方的 Powdered Formula Licensing
by all the terms and conditions of a

Total
總額

Item No. 項目	Place of Origin 來源地方	Code of Place of Origin 來源地方代碼	Destination & Code 目的地及代碼	EXPORTER'S DECLARATION 出口商聲明書
1				I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value. 本人謹此聲明：本人是聲明書所指貨品的出口商，本聲明書中填報的資料均屬真實無訛，而且上開填報的價值為全部價值。
2				Signature and Date 簽署及日期
3			Approved 已批准	
4				Signatory's Name in Block Letters 簽署人姓名 (用正楷填寫)
5			(for Director-General of Trade and Industry 工業貿易署署長	

Please provide the **food importer's registration number or food importer registration exemption number** under the Food Safety Ordinance (Cap 612).

請填上按 <食物安全條例> (第 612 章) 下登記的**食物進口商登記號碼/食物進口商豁免登記號碼**。

請選擇 Please select

本人已閱讀及明白於2013年5月24日發出的配方粉簽證通告第4/2013號的內容，並謹此同意遵守其內所載有關配方的
粉許可證的所有條款和條件。 I have read and understood the content of the Powdered Formula Licensing
Circular No. 4/2013 issued on 24 May 2013 and hereby agree to abide by all the terms and conditions of a
powdered formula licence stated therein.

Total
總額

Item No. 項目	Place of Origin 來源地方	Code of Place of Origin 來源地方代碼	Destination & Code 目的地及代碼	EXPORTER'S DECLARATION 出口商聲明書
1				I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value. 本人謹此聲明：本人是聲明書所指貨品的出口商，本聲明書中填報的資料均屬真實無訛，而且上開填報的價值為全部價值。
2				Signature and Date 簽署及日期
3			Approved 已批准	
4				Signatory's Name in Block Letters 簽署人姓名 (用正楷填寫)
5			(for Director-General of Trade and Industry 工業貿易署署長	

(b)

Please ✓ the box to indicate the exporter has noted the conditions of licence as stipulated in Powdered Formula Licensing Circular No. 4/2013 :

“I have read and understood the content of the Powdered Formula Licensing Circular No. 4/2013 issued on 24 May 2013 and hereby agree to abide by all the terms and conditions of a powdered formula licence stated therein.”

請在方框內 ✓，表示出口商已知悉載於配方粉簽證通告第 4/2013 號內的簽發條件：

“本人已閱讀及明白於 2013 年 5 月 24 日發出的配方粉簽證通告第 4/2013 號的內容，並謹此同意遵守其內所載有關配方粉許可證的所有條款和條件。”

請選擇 Please select				
<input type="checkbox"/> 本人已閱讀及明白於2013年5月24日發出的配方粉簽證通告第4/2013號的內容，並謹此同意遵守其內所載有關配方粉許可證的所有條款和條件。 I have read and understood the content of the Powdered Formula Licensing Circular No. 4/2013 issued on 24 May 2013 and hereby agree to abide by all the terms and conditions of a powdered formula licence stated therein.			Total 總額	
Destination & Code 目的地及代碼				
Item No. 項目	Place of Origin 來源地方	Code of Place of Origin 來源地方代碼	EXPORTER'S DECLARATION 出口商聲明書 I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value. 本人謹此聲明：本人是本聲明書所指貨品的出口商，本聲明書中填報的資料均屬真實無訛，而且上開填報的價值為全部價值。 Signature and Date 簽署及日期 Signatory's Name in Block Letters 簽署人姓名 (用正楷填寫) 	
1				
2				
3				
4				
5			Approved 已批准 (for Director-General of Trade and Industry 工業貿易署署長	

(c)

Please press the “Signature and Date” box in the e-application form.

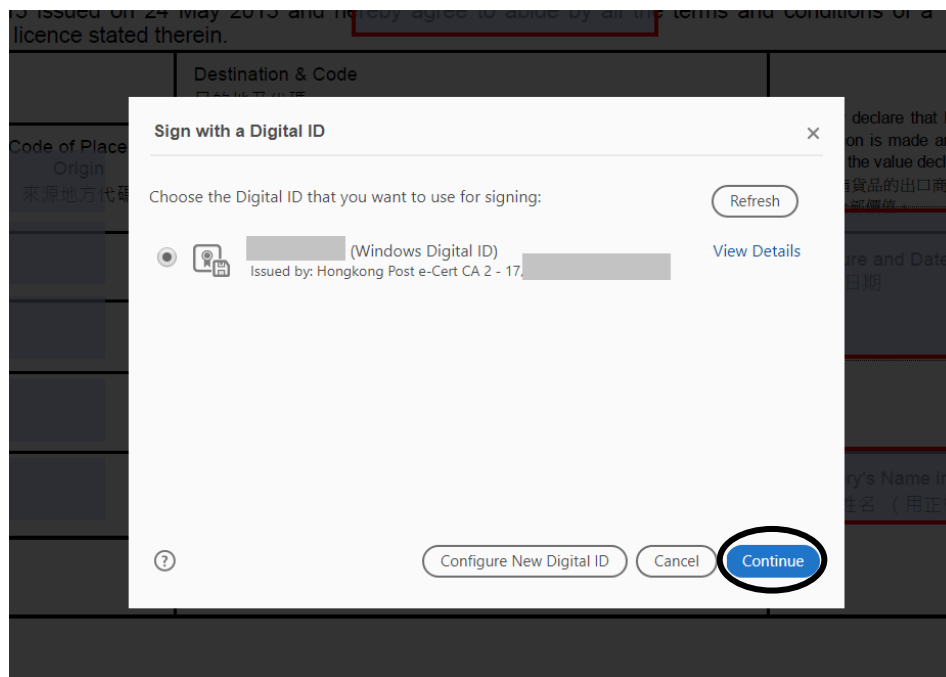
請按下相關電子表格的「簽署及日期」欄。

請選擇 Please select				
<input type="checkbox"/> 本人已閱讀及明白於2013年5月24日發出的配方粉簽證通告第4/2013號的內容，並謹此同意遵守其內所載有關配方粉許可證的所有條款和條件。 I have read and understood the content of the Powdered Formula Licensing Circular No. 4/2013 issued on 24 May 2013 and hereby agree to abide by all the terms and conditions of a powdered formula licence stated therein.			Total 總額	
Destination & Code 目的地及代碼				
Item No. 項目	Place of Origin 來源地方	Code of Place of Origin 來源地方代碼	EXPORTER'S DECLARATION 出口商聲明書 I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value. 本人謹此聲明：本人是本聲明書所指貨品的出口商，本聲明書中填報的資料均屬真實無訛，而且上開填報的價值為全部價值。 Signature and Date 簽署及日期 Signatory's Name in Block Letters 簽署人姓名 (用正楷填寫) 	
1				
2				
3				
4				
5			Approved 已批准 (for Director-General of Trade and Industry 工業貿易署署長	

(i)

Please select the valid digital certificate and then press “Continue”.

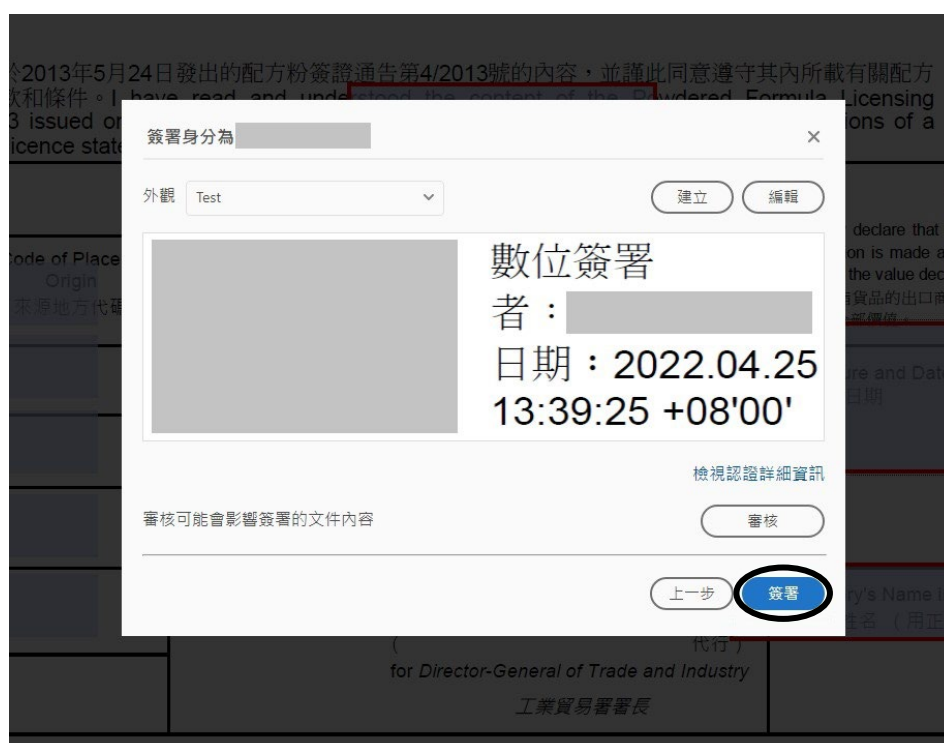
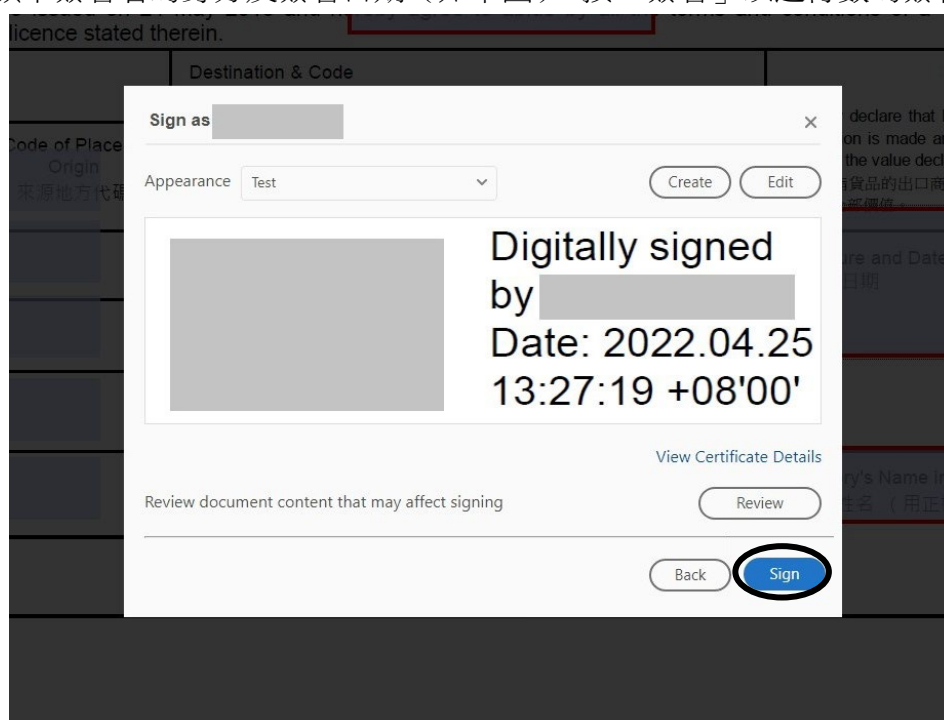
請選取有效的數碼證書，然後按「繼續」。



(ii)

The signatory's identity and the date of signing will be displayed as shown below. Press "Sign" for digital signature.














畫面會顯示簽署者的身分及簽署日期（如下圖）。按「簽署」以進行數碼簽署。



4. After completing the application form, save the file and submit by clicking the upload button on the webpage in step (1).

在填妥表格後，請儲存檔案並於步驟(1)的網頁內按上載鍵以遞交有關申請表格。

Forms


Form No.	Updated	Form Title	Download Form	Submit Form	E-Services
TID 336	02/2023	Powdered Formula Export Licence : Request for Amendment		 (Note)	
TID 338	02/2023	Loss of Receipt - Application for Issue of Powdered Formula Export Licence		 (Note)	
TID 337	07/2023	Powdered Formula Export Licence : Request for Cancellation / Withdrawal of Application		 (Note)	
TID 340	02/2023	Request for Expeditious Issue of Export Licence (Powdered Formula)		 (Note)	
TID 341	02/2023	Application for Certified True Copy of Export Licence (Powdered Formula)		 (Note)	
TRA 394	06/2022	Export Licence for Powdered Formula • Guidance Notes 		 (Note)	

表格


表格編號	更新日期	表格名稱	下載表格	提交表格	網上服務
TID 336	02/2023	配方粉出口許可證：請求修訂		 (註)	
TID 338	02/2023	遺失收據 - 申請簽發配方粉出口許可證		 (註)	
TID 337	07/2023	配方粉出口許可證：請求取消/撤回申請		 (註)	
TID 340	02/2023	申請特快簽發配方粉出口許可證		 (註)	
TID 341	02/2023	申請出口許可證 (配方粉) 認證副本		 (註)	
TRA 394	06/2022	配方粉出口許可證 • 樣本說明 		 (註)	

5. After entering the upload page, please fill in all the required information. Please also upload (i) **the completed application form**, (ii) **import invoice or authorisation letter issued by the registered importer of the powdered formula** and (iii) **other supporting documents (if applicable)** as shown below. Please provide a valid contact telephone number and email address for our contact. Please note that the approved licence(s) will be issued to the email address provided by the exporter on this webpage.

進入上載頁面後，請填妥所有需要的資料。並請上載 (i) 已填妥的申請表格、(ii) 進口發票或有關配方粉進口商發出的授權書 及 (iii) 其他證明文件（如適用），如下圖顯示。請提供有效的電話號碼及電郵地址，以作本署聯絡之用。請注意，獲批准的許可證將會發送至出口商在此頁面提供的電郵地址。



Trade and Industry Department
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China




INFORMATION COUNTER
詢問處

Public Services

Home / Public Services / E-services and Forms / Submit Form

Submit Form

Form No.	TRA 394
Form Title	Export Licence for Powdered Formula
Contact Person *	<input type="text" value="Mr. CHAN Tai Man"/>
Company Name *	<input type="text" value="ABC Company"/>
Tel. No. *	<input type="text" value="22223333"/>
E-mail Address *	<input type="text" value="testing@testing.com"/>
TID Form	<div>Upload filled form - TRA 394 *</div> <div><input type="text" value="X TRA 394 - Export Licence for Powdered Formula.pdf"/></div>
Supporting Documents	<div>1. Upload import invoice or authorisation letter issued by importer *</div> <div><input type="text" value="X Invoice A.pdf"/></div> <div>2. Add / Upload Other Supporting Document</div>
Re-submission	<input type="radio"/> Yes <input checked="" type="radio"/> No
Verification Code	<input type="text" value="R3VKD3"/> 

* Mandatory field(s)

Acceptable file format:

- File type of supporting documents: PDF, DOC, DOCX, JPG, TIF or PNG
- Total size 10MB or below

Upload

Reset



公共服務



主頁 / 公共服務 / 電子服務及表格 / 提交表格

提交表格

表格編號	TRA 394
表格名稱	配方粉出口許可證
聯絡人 *	<input type="text" value="陳大文先生"/>
公司名稱 *	<input type="text" value="甲乙丙公司"/>
電話號碼 *	<input type="text" value="22223333"/>
電郵地址 *	<input type="text" value="testing@testing.com"/>
電子表格	<div>上載已填妥的電子表格 - TRA 394 *</div> <div><input type="text" value="X TRA 394 - Export Licence for Powdered Formula.pdf"/></div>
證明文件	<div>1. 上載 進口發票或進口商發出的授權書 *</div> <div><input type="text" value="X Invoice A.pdf"/></div> <div>2. 新增 / 上載 其他證明文件</div>
重新遞交	<input type="radio"/> 是 <input checked="" type="radio"/> 否
驗證碼	<input type="text" value="VKRW5"/>

* 必填欄位

可接受的檔案格式：

- 證明文件只限：PDF, DOC, DOCX, JPG, TIF 或 PNG
- 檔案上載上限：10MB

上載

重置

After completion, click the Upload button.

完成後，請按上載鍵。

Please do not alter the format of the PDF file. Kindly note that only the application form downloaded from the TID website would be accepted.

請勿改動 PDF 檔案的格式。請注意，本署只接受由本部門網站下載的申請表格。

6. Once the application form and concerned supporting documents are uploaded successfully, the following acknowledgement message with a reference number will be displayed, and an email notification bearing the same reference number will be received by the applicant.

成功上載申請表格及有關證明文件後，頁面會展示下述載有參考編號的確認信息，申請人亦會收到載有相同參考編號的確認電郵。

Submit Form

Your form has been uploaded successfully. The Reference Number is

25001006360

[Back](#)

提交表格

你的表格已成功上載，參考編號 25001007194

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For enquiries, please contact the Powdered Formula Licensing Unit at 3403 6220.

如有查詢，請致電 3403 6220 與配方粉簽證分組聯絡。