

Guidance Notes for Completion of Export Licence Application Form (Strategic Commodities)

填寫出口許可證表格（戰略物品）指引

Please give name and full address. P.O. Box number or remarks such as "Company A on behalf of Company B" is not acceptable.

請填上名稱及詳細地址，郵箱號碼或「由 A 公司代表 B 公司」的寫法恕不接受。

If the exporter is an individual and not a company or a firm, his identity card number or passport number should be provided.

如輸出貨品者是個人而非公司或商號，請填上其身份證或護照編號。

Please provide the name and telephone number of the person whom Trade and Industry Department can contact should clarification on this application be needed. This contact person **needs not to be the same** as the one who is going to sign this application. His/her name and contact telephone no. will not appear in the licence, if so approved.

請提供一位聯絡人的姓名及電話號碼以便工業貿易署可向貴號查詢申請事宜。該聯絡人毋需與申請表簽署人相同。聯絡人的姓名及電話號碼將不會出現於其後獲批簽的許可證。

Please give name and full address. P.O. Box number or remarks such as "Company A on behalf of Company B" is not acceptable.

請填上名稱及詳細地址，郵箱號碼或「由 A 公司代表 B 公司」的寫法恕不接受。

Please declare the detailed end-use of the goods mentioned in Part (G). Normally, vague terms such as "for educational purposes", "for research" or "for business applications" etc are not acceptable.

請聲明在(G)項所填寫貨品的最終用途。「供教育用途」、「作研究用途」或「供商業應用」等含糊用語，通常不獲接受。

Please give the brand/maker name and model/part number of the goods, where applicable.

如貨品的品牌／製造商名稱及型號／部件號碼，請填上。

Please provide a clear and concise product description. For example, for integrated circuits, suffix to model/part no., if any, should be provided. Use of abbreviations and in-house terms should be avoided. Where possible, give the functional/technical description of each product in brackets.

請提供清楚精簡的貨物描述；以集成電路為例，如型號／部件號碼附有尾標，請清楚列明。請避免使用簡稱及行內用語。請盡可能在括號內描述每項產品的功能／技術性資料。

For locally produced commodities, the name and address of the Hong Kong manufacturer/processor must be provided. If the goods are not of Hong Kong origin, please declare "Not Applicable" in the box.

請填上香港製造商或加工商的名稱和地址。倘有關貨品不屬於香港來源，請在欄內註明「不適用」。

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION Import and Export Ordinance, (Cap. 60) Import and Export (Strategic Commodities) Regulations		EXPORT LICENCE APPLICATION FORM (Strategic Commodities) [See Note (1)]				
(A) Exporter (Same as applicant) Name and Full Address :		(B) Consignee Name and Full Address :				
Business Registration No. (12 digits) / HKID No./Passport No. :	Fax No. :	Tel. No. : (Country Code - Area Code + Tel No.)	Fax No. : (Country Code + Area Code + Fax No.)			
Contact Person Name :	Contact Person's Tel. No. : (if different from Tel No. above)	(E) Shipment Details Destination [See Note (2)] Name :		Country/Territory Code :		
(C) End User of Commodities at (G) [See Note (3)] : Name and Full Address :		Departure Date [See Note (4)] :		Vessel/Flight/Vehicle No. [See Note (4)] :		
Tel. No. : (Country Code + Area Code + Tel No.)	Fax No. : (Country Code + Area Code + Fax No.)	Marks and Nos. (if applicable) :		Container No. (if applicable) :		
(D) End use of Commodities at (G) :		No. and Kind of Packages (if applicable) :		(F) Export Authorisation of Foreign Exporting or Product's Originating Country(Place) / Import Authorisation of Product's Final Destination [See Note (5)] :		
		Authorisation Type and its Reference No. :		Issuing Country (Place) :		
				Issue Date :		
(G) Commodities [See Note (6)]						
Brand/Maker Name	Model/Part No.	Full Product Description (include serial no. if applicable)	Country (Place) of Origin	Pre-classification Ref. No. (if applicable) [See Note (7)]	No. of Units	F.O.B. Value (in HK \$) [See Note (8)]
Hong Kong Manufacturer/Processor (Name and Address) [See Note (9)] :					Total:	
(H) Conditions of Licence						
<p>(1) Export licence, if granted by the Director-General of Trade and Industry, will be granted in reliance on the information declared on this application. Provision of false information or making false declaration shall render the licence null and void. Heavy penalties are provided for false declaration and information, unauthorised alterations of the licence and use of forged or altered licence.</p> <p>(2) A breach of any of the Conditions of Licence imposed by the Director-General of Trade and Industry may render the licence to be cancelled, revoked or suspended in addition to other appropriate legal and/or administrative actions to be taken against the entities concerned.</p> <p>(3) The goods covered by the licence are not to be used in relation to nuclear, biological or chemical weapons or missile capable of delivering these weapons.</p> <p>(4) Exporter is required to inform the recipient(s) of the goods of all the conditions pertaining to the licence.</p> <p>(5) Exporter should take appropriate precautionary measures to ensure that the goods covered by the licence will only be used by or transferred to civil end-users for civil end-use. Prior approval from the Director-General of Trade and Industry is required if the goods exported under the licence are not for civil end-use.</p> <p>(6) For in-transit cases, the goods must remain on board at all times while in Hong Kong unless directed by the Commissioner of Customs and Excise or his authorised officers.</p> <p>(7) If the arms and ammunition covered by the licence also fall under the control of the Firearms and Ammunition Ordinance (Cap. 238), the validity of the licence is subject to the issue of a valid licence for possession or dealer's licence by the Hong Kong Police Force.</p> <p>(8) The original of the licence must be given to the shipping, airline or transportation company for return to Trade and Industry Department with the relevant manifest.</p> <p>(9) Exporter must lodge export declarations with the Commissioner of Customs and Excise in respect of items on the licence within 14 days of shipment.</p> <p>(10) The licence is issued to the exporter for his use to export goods covered by the licence and is NOT TRANSFERABLE.</p> <p>(11) All or any of the information provided in the licence may be disclosed by Trade and Industry Department to third parties either in Hong Kong or elsewhere, provided that such disclosure is in the public interest.</p> <p>(12) The Director-General of Trade and Industry reserves the right to impose additional conditions of licence as he sees fit in the public interest. Such additional conditions may be promulgated in circulars and notices issued by Trade and Industry Department.</p>						

Please give name and full address of the consignee. P.O. Box number is not acceptable. Country (place) of the consignee should tally with the destination country (place) in Part (E).

請填上收貨人名稱及詳細地址，郵箱號碼恕不接受。收貨人的國家或地方應與(E)項註明的目的國家或地方相同。

Please name the exporting country/place and the corresponding country code as provided in the latest "Hong Kong Imports and Exports Classification List (Harmonized System)".

請根據最新版的 <<香港進出口貨物分類表（協調制度）>>填上出口國家／地方名稱及其編號。

Please indicate the number of packages/cartons etc. in both words and numerals.

請以文字及數字表明包裝／紙盒的數目。

Please declare the reference number, issue date and type of the authorisation issued by the government(s) of the foreign exporting country (place) and/or product's originating country (place), or product's final destined country (place).

如有由有關進口貨品的出口國（地方）或產品來源國家（地方）／貨品最終目的地政府所發出的授權書，請聲明授權書類別、參考編號、發出國家（地方）及發出日期。

Please name the country (place) of origin of the goods.

請註明貨品的來源國家（地方）。

If the goods had been pre-classified by the Department, please declare the reference number assigned. Otherwise, please declare "Not applicable" in the box.

如貨品曾經工業貿易署預先分類，請填上預先分類的參考編號。否則，請在欄內註明「不適用」。

Please give the appropriate unit in which the quantity of the goods is expressed and put 2 asterisks (**) immediately before and after the numeral showing the quantity of goods.

請填上適合表示貨品數量的單位，並於表示貨品數量的數字前後各加上兩個星號(**)。

(I) Exporter's Declaration

(i) I hereby declare that I act on behalf of the exporter of the goods declared on this application, that the particulars given herein are true, and that the goods shall be exported as described.

(ii) I undertake to take appropriate precautionary measures to ensure that the goods covered by this application will only be used by or transferred to civil end-users for civil end-use.

(iii) I understand that export licence, if granted, is granted in reliance on the information provided and declared in this application form and is subject to the Conditions of Licence as stated in Part (H) above and any other conditions that the Director-General of Trade and Industry may impose. I have read and hereby undertake to abide by those conditions and any other conditions which the Director-General of Trade and Industry imposes regarding the export of the goods declared on this application.

(iv) I undertake to inform the recipient(s) of the goods of the Conditions of Licence and other conditions imposed by the Director-General of Trade and Industry regarding the export of the goods declared on this application.

(v) I understand and agree that all or any of the information provided in this licence application form may be disclosed by the Trade and Industry Department to third parties either in Hong Kong or elsewhere, if such disclosure is necessary to facilitate consideration of the related application, is in the public interest, is authorised or required by the law, or if explicit consent to such disclosure is given by the applicant/data subject.

Signature

Name of Signatory (in block letters)

Date of Signature

Position of Signatory in the Company

Company/Business Chop

Please sign the application in full signature and give signatory's name in block letters. Initials are not acceptable.
請以全名簽署，並以正楷填寫簽署人的姓名，簡稱恕不接受。

Please insert the date and position of the signatory in the company. Company chop of the importer is required on the import licence application.
請填上簽署日期及簽署人在公司的職銜，並於出口許可證申請表上蓋上出口商的公司印章。

Notes

- (1) This form contains two pages. Applicant is highly recommended to print it into ONE single A4 sheet (i.e. back-to-back printing/copying) for usage and submission. If it is printed into two sheets of paper, applicant should ensure that the two sheets and all supporting documents are stapled or clipped together when submitted. Trade and Industry Department will not accept applications comprising loosely submitted papers.
- (2) Applicant should use the appropriate country name and country code as provided in the latest edition of "Hong Kong Imports and Exports Classification List (Harmonized System)".
- (3) Applicant should fill in the end-user information where available. In certain cases in which the specific end-user cannot be identified at the time of licence application, the applicant may declare "not yet available" in the box. Applicants should check with Trade and Industry Department whether such declaration is acceptable in case they have difficulty providing the end-user information. In other cases, an end-user statement completed by the end-user concerned may be required to support the application. If there are more than one end-user, separate sheets should be used and the date, signature, company/business chop and signatory's name should be provided in block letters.
- (4) If the departure date and/or the vessel, flight or vehicle number cannot be identified at the time of licence application, the applicant may declare "not yet departed" and/or "not yet available" in the relevant boxes.
- (5) The provision of an explicit export authorisation issued by the government(s) of the products' foreign exporting/originating country(place) or an import authorisation issued by the government(s) of products' final destination would facilitate the consideration of the application, particularly if the goods concerned is subject to enhanced surveillance by the relevant country(place) or the relevant international export control regimes. In addition, the goods previously imported into Hong Kong may be subject to re-export control by the government(s) of the products' foreign exporting/originating country(place). If imported goods are to be re-exported from Hong Kong, exporters should check with the manufacturer/foreign exporter of the goods to ensure that there is a valid re-export authorisation issued by the government(s) of the country(place) concerned to cover the subject export.
- (6) Any number of items in licensable categories may be entered on this form provided that **all are shipped at the same time on the same vessel, aircraft or vehicle**.
- (7) Trade and Industry Department provides a pre-classification service to advise traders on the control status of any product. For details, please contact Trade and Industry Department or refer to the relevant circular on the subject.
- (8) F.O.B. value represents the purchase price (or cost if not bought) of the goods to the customer abroad, including all other costs, charges and expenses accruing up to the point where the goods are loaded on board the exporting carrier.
- (9) For locally produced commodities covered by this application, the name and address of the Hong Kong manufacturer or processor must be provided.

Important Note : The data collected in this form 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 of the related application, is in the public interest, is authorised or required by the law; or if explicit consent to such disclosure is given by the applicant/data subject.

For other information concerning the handling of personal data by the Department, please refer to a relevant Note issued by the Department on the subject, copy of which is obtainable from Strategic Trade Controls Branch on 5/F, Trade and Industry Department Tower, 700 Nathan Road, Kowloon, Hong Kong.