

Director-General of Trade and Industry,  
Trade and Industry Department,  
Room 516B, 5/F, Trade and Industry Department Tower,  
700 Nathan Road, Mong Kok,  
Kowloon.

**Import and Export Ordinance, Cap. 60**  
**Application for Delivery Verification Certificate**

I, Chan Siu Man, principal official of BCD Co Ltd.

(Name and Address of Company)

Room 901, 267-275 Des Voeux Road, Hong Kong, wish to apply for a  
Delivery Verification Certificate in respect of the consignment in Part (3) below. If clarification relating to this application  
is required, please contact Mr/~~Miss/Mrs~~\* Chan Tai Man of my company at  
Tel. No. 1234 5678.

*\*delete as appropriate*

**2. Arrival Details of the Consignment**

(a) The commodities at Part (3) were imported under Hong Kong Import Licence No(s). TL87654321  
issued to my company.

(b) Exporting Country (Place) United States

(c) Date of Arrival in Hong Kong 15 March 2004

(d) Name of Vessel/Flight/Vehicle No. BY AIR WT383

(e) Bill of Lading No./Master Air Waybill No. AWB12345678

**3. Commodities**

(a) <i>Description of Goods (brand name, model number etc. should be included)</i>	(b) <i>No. of Carton/Packages</i>	(c) <i>Quantity in Pieces or other Commercial Units (please specify)</i>
1. XYZ A1234A XYZA PROCESSOR BOARD	1 CARTON	1 set
2. XYZ A234B XYZA INTEGRATED CIRCUITS	1 CARTON	1 set

**4. Supporting Documents**

In support of this application, I submit a copy of each of the following documents relating to the above consignment :-

- (a) Bill of Lading/Master Air Waybill;  
(b) Commercial invoice; and  
(c) Hong Kong Import Licence.

**SAMPLE**

**5. Conditions of Certificate**

- (a) Delivery Verification Certificate, 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 Delivery Verification Certificate null and void. Heavy penalties are provided for false declaration and information, unauthorised alterations of the Certificate and use of forged or altered Certificate.
- (b) A breach of any of the Conditions of Certificate imposed by the Director-General of Trade and Industry may render the Delivery Verification Certificate to be cancelled, revoked or suspended in addition to other appropriate legal and/or administrative actions to be taken against the entities concerned.
- (c) All or any of the information provided in this application 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.
- (d) The Director-General of Trade and Industry reserves the right to impose additional conditions of Certificate as he sees fit in the public interests. Such additional conditions may be promulgated in circulars and notices issued by Trade and Industry Department.

6. **Importer's Declarations**

- (a) I hereby declare that I act on behalf of the importer of the goods declared on this application, that the particulars given herein are true, and that the goods have been imported as described. I understand that provision of information which is false or misleading is an offence under the Import and Export Ordinance and that offenders are liable to prosecution and/or administrative actions.
- (b) I understand that Delivery Verification Certificate, if granted, is granted in reliance on the information provided and declared in this application form and is subject to the Conditions of Certificate at Part (5) 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 import of the goods declared on this application.
- (c) I understand and agree that all or any of the information provided in this delivery verification certificate application 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.
- (d) I understand that a fee is charged for the issue of a delivery verification certificate and that Trade and Industry Department will withhold issuance of the delivery verification certificate unless and until such fee has been paid. I undertake to pay the fee in cash or through Easy Pay System (EPS) at the Collection Office of the Department (Room 104, 1/F, Trade and Industry Department Tower) upon notification by Trade and Industry Department.

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 For and on behalf of  
**BCD Co Ltd**  
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**SAMPLE**

**CHAN SIU MAN**  
 \_\_\_\_\_  
*Signature and Company Chop*

CHAN SIU MAN  
 \_\_\_\_\_  
*Name of Signatory*  
 (in block letters)

20 March 2004  
 \_\_\_\_\_  
*Date*

<i>For Official Use</i>	Application Receipt No. and Date of Receipt	Delivery Verification Certificate No. Issued and Date of Issue
	_____	_____
Verified in order :	_____	_____
	<i>(Responsible Officer)</i>	<i>(Date)</i>

**Note:**

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.

**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.