

- (1) Before completing this return, please note the following :
- (a) the Certificate of Exemption Number allocated to you should be clearly indicated on the top right hand corner of the return. If the return contains more than one page, the number should be indicated on each page of the return;
 - (b) returns should be submitted on or before the 15th of each month covering transhipments handled in the preceding month. They should be properly signed, dated and should bear your company/business chop; or, in the case of electronic submission, in accordance with the requirements under the Electronic Transactions Ordinances (Cap. 553). A designated e-mail address for this purpose will be announced separately;
 - (c) transhipments of goods which are not covered by the Scheme should not be included in the returns; and
 - (d) if no transhipments of goods covered by the Scheme are handled in a particular month, a return declaring this should be submitted, i.e. nil return is required and should be submitted on time.
- (2) Enquiries relating to the completion of this return can be directed to one of the following officers:

<u>Name of Officer</u>	<u>Telephone No.</u>
Mr K N LEUNG	2398 5577
Ms S F SIU	2398 5576
Mr W M LEE	2398 5592

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 interests of Hong Kong, 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.