

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

**填寫進口許可證表格（戰略物品）指引**

Please give name and full address of the importer and the end-user. P.O. Box number or remarks such as "Company A on behalf of Company B" are not acceptable.

請填寫進口商及最終用戶的名稱及詳細地址。郵箱號碼或「由 A 公司代表 B 公司」的寫法恕不接受。

If the importer/end-user is an individual and not a company or a firm, his identity card number or passport number should be provided.

如輸入貨品者／最終用戶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 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. Please also indicate whether the goods are for local consumption and/or for re-export by ticking the box(es) as appropriate. If the goods are for re-export, please give the name of the country/place to which the goods will be subsequently re-exported.

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。此外，請在方格內填上剔號以註明貨品的最終用途是供本地耗用及／或作轉口用。如貨品是供轉口，則請填上將會轉運往的國家或地方。

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

如貨品有品牌／製造商名稱及型號／部件號碼，則請填上。

Please provide a clear and concise product description. For example, for integrated circuits, suffix to mode/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。

THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION Import and Export Ordinance, (Cap. 60) Import and Export (Strategic Commodities) Regulations				IMPORT LICENCE APPLICATION FORM (Strategic Commodities) [See Note (1)]			
<b>(A) Importer (Same as applicant)</b> Name and Full Address :				<b>(B) Foreign Exporter</b> Name and Full Address :			
Business Registration No. (12 digits) / HKID No./Passport No. :		Fax No. : Tel. No. :		Tel. No. : (Country Code - Area Code + Tel No.)		Fax No. : (Country Code - Area Code + Fax No.)	
Contact Person's Name :		Contact Person's Tel. No. : (if different from Tel No. above)		<b>(E) Shipment Details</b>			
<b>(C) End User of Commodities at (G) [See Note (3)]</b> Name and Full Address :				Exporting Country/Place [See Note (2)] Name :		Country/Territory Code :	
				Arrival Date : [See Note (4)]		Vessel/Flight/Vehicle No. : [See Note (4)]	
				Marks and Nos. (if applicable) :		Container No. (if applicable) :	
Tel. No. : (Country Code + Area Code + Tel No.)		Fax No. : (Country Code + Area Code + Fax No.)		No. and Kind of Packages (if applicable) :			
<b>(D) End use of Commodities at (G) : ( ) Tick as appropriate.</b>				<b>(F) Export Authorisation of Foreign Exporting or Product's Originating Country(Place) / Import Authorisation of Product's Final Destination : [See Note (5)]</b>			
Goods are for <input type="checkbox"/> (a) local consumption <input type="checkbox"/> (b) re-export to _____				Authorisation Type and its Reference No. :		Issuing Country (Place) :	
				Issue Date :			
<b>(G) Commodities</b>							
Brand/Maker Name	Model/Part No.	Full Product Description (include serial no. if applicable)	Country of Origin	Pre-classification Ref. No. (if applicable) [See Note (6)]	No. of Units	C.I.F. Value (in HK \$) [See Note (7)]	
					Total:		
<b>(H) Conditions of Licence</b>							
(1) Import 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.							
(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.							
(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.							
(4) In case the goods covered by the licence is not for the importer's own use but is to be further transferred, the importer should ensure that the recipients of the goods are duly informed of all the conditions of the licence.							
(5) Importer 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 imported under the licence are not for civil end-use.							
(6) The licence only authorises import of the goods. Re-export must be covered by an export licence issued by the Director-General of Trade and Industry if the goods fall under the control of the Import and Export (Strategic Commodities) Regulations at the time of export.							
(7) 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.							
(8) 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.							
(9) The licence allows part shipments. In case of part shipments, importer must provide correct shipment arrival details on the licence and must not take delivery of the goods until such information has been endorsed by the carrier. Written declaration [TID 352] should also be completed and passed to the carrier. When the balance of the consignment covered by the licence is imported,							

Please give name and full address of the foreign exporter. P.O. Box number is not acceptable. Country (place) of the foreign exporter should normally tally with the exporting country (place) stated in Part (E).

請填上外國出口商的名稱及詳細地址，郵箱號碼或「由 A 公司代表 B 公司」的寫法恕不接受。外國出口商的國家／地方應與 (E) 部份的出口國／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、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 (\*\*)。

- the original of the licence must be given to the shipping, airline or transportation company.
- (10) The original of the licence shall be the only valid copy against which the carrier may release the goods described herein to the importer on arrival in Hong Kong unless special authority to permit release of such goods against a certified true copy is granted by the Director-General of Trade and Industry or an officer authorised by him. The carrier should check details given by the importer and return the licence or the written declaration in case of part shipment to Trade and Industry Department together with the relevant manifest.
- (11) The importer must lodge import declarations with the Commissioner of Customs and Excise in respect of items on the licence within 14 days of shipment.
- (12) The licence is issued to the importer for his use to import goods covered by the licence and is NOT TRANSFERABLE.
- (13) 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.
- (14) 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.

### (1) Importer's Declaration

- (i) 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 covered by this application shall be imported 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 import 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 (II) 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.
- (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 import of the goods declared on this application and to remind the recipient(s) to seek the Director-General of Trade and Industry's approval in case the goods are to be re-exported.
- (v) I understand and agree that all or any of the information provided in this licence application form may be disclosed by 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.

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。

Signature

Name of Signatory (in block letters)

Date of Signature

Position of Signatory  
in the Company

Company/Business Chop

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，並於進口許可證申請表上蓋上進口商的公司印章。

## 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 the 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 arrival date and/or the vessel, flight or vehicle number cannot be identified at the time of licence application, the applicant may declare "not yet arrived" 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.
- (6) 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.
- (7) C.I.F. Value comprises the cost of the goods to the HK importer up to the arrival in HK of the vessel, vehicle or aircraft carrying the goods, together with the amount of the insurance, freight and any other charges.

**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.