

Director-General of Trade and Industry
Strategic Trade Controls Branch
Trade and Industry Department
Trade and Industry Tower
3 Concorde Road, Kowloon City
Hong Kong

Date : _____

Dear Sir / Madam,

**Request for Retrospective Issue of
Strategic Commodities Import Licence**

I, _____, principal official of
(Name)

_____ wish to inform you that my
(Name of Importer)

company has imported the following strategic commodities without an import licence :

Full description of goods : _____
Quantity involved : _____
Date of arrival of goods : _____
AWB/Bill of lading No. : _____
House AWB No. : _____
(for air shipment)
Name of carrier/cargo : _____
agent/cargo handling agent
Vehicle/Vessel/Flight No. : _____
Exporting country/place : _____

I have not applied for an import licence prior to the arrival of the above consignment because :

- I was not informed of the arrival of the consignment. A written confirmation / explanation letter **issued by the foreign exporter** is enclosed herewith.
- import licence (Licence No.: _____) was obtained for the above consignment intentionally. However, without any prior knowledge, the consignment has arrived in a way NOT in accordance with the information/shipping arrangements as stated on this import licence.
- I was not aware that the above consignment involved strategic commodities and the relevant licensing requirement.
- Others: _____

I hereby request for retrospective issuance of an import licence to my company to cover the above imported consignment¹.

*Together with this import licence application, I **have submitted** an export licence application with a view to returning the above consignment to its originating country/place.

I ***have / have not** taken delivery of the consignment from the carrier/cargo agent/cargo handling agent.

A written confirmation from the said carrier/cargo agent/cargo handling agent and a copy of the relevant Airway Bill/Bill of Lading are enclosed herewith.

Signature and Company Chop

** delete as appropriate*

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 the Strategic Trade Controls Branch on 16/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City, Hong Kong.

¹ If the strategic commodities imported are of US-origin, you are advised to read the Strategic Trade Controls Circular No. 3/2017 titled "Exports or Re-exports of US-Origin Strategic Commodities to Hong Kong and/or Re-exports from Hong Kong" (https://www.stc.tid.gov.hk/english/circular_pub/2017_stc03.html). Hong Kong importers should have provided a copy of a valid Hong Kong import licence to the foreign exporter prior to the import of the consignment.