

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

**Request for Changes in Personnel Authorised
to Access Information and Utilise Services of E-Account
Provided in Strategic Commodities Control System Website**

PART 1 : Company Particulars

Name of Company : _____

Business Registration No. : _____

Contact Person's Name : _____ Telephone No. : _____

Part 2: Changes Requested

The signatory requests on behalf of the company in Part 1 ("the Company") for the following changes of personnel who are authorised by the Company to access information and utilise all the web-based services provided under the Company's E-Account as assigned by the Trade and Industry Department in the Strategic Commodities Control System Website, including submit/cancel on behalf of the Company import/export licence applications for strategic commodities:

(a) Personnel to be removed :

| Name (a) | HKID No. (b) | Position in the Company (c) | Email Address (d) | Contact Phone No. (e) |
|-------------|-----------------|-----------------------------------|----------------------|-----------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

(b) Personnel to be added :

| Name (a) | HKID No. (b) | Position in the Company (c) | Email Address (d) | Contact Phone No. (e) |
|-------------|-----------------|-----------------------------------|----------------------|-----------------------------|
| 1. | | | | |
| 2. | | | | |

| Name (a) | HKID No. (b) | Position in the Company (c) | Email Address (d) | Contact Phone No. (e) |
|-------------|-----------------|-----------------------------------|----------------------|-----------------------------|
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

Signature

Name of Signatory
(in block letters)

Company/Business
Chop

Date

Position of Signatory
(See Note)

- Notes :
- (1) This form should be signed by:
 - (a) the proprietor, if the company in Part 1 is a sole proprietor;
 - (b) by a partner, if the company in Part 1 is a partnership; or
 - (c) by a director, or other person authorised to sign on its behalf, if the company in Part 1 is a corporation.
 - (2) If the company in Part 1 is a sole proprietor or a partnership, **a copy of the Application for a Business Registration Certificate** should be submitted together with this form.
 - (3) If the company in Part 1 is a corporation, the form must be signed by either a director of the company or a person who is authorised to sign on behalf of the company. Such authorisation letter should be signed by a director of the company. In either case, **a copy of the latest Annual Return** which contains the details of the directors and the shareholders is required. If there is any subsequent change of directorship after the latest Annual Return has been filed, **a copy of the relevant notice/ return to Companies Registry such as Form ND2A** is also required.

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 16/F, Trade and Industry Tower, 3 Concorde Road, Kowloon, Hong Kong.