

進出口／特別進口牌照申請證明文件清單

Checklist of Supporting Documents

Application for Import and Export/Special Import Licence

請於遞交牌照申請時，一併上載下列文件（須蓋有公司印鑑）：

Please upload the following documents (bearing company chop) in support of your application for licence(s):

| (A) <u>所有申請人適用</u>                | (A) <u>For all Applicants</u>  | 供申請人備註<br>For Applicant's<br>Use | 只供海關填寫<br>For Official<br>Use Only |
|-----------------------------------|--|----------------------------------|------------------------------------|
| 1. 有效的商業登記證                       | 1. A valid Business Registration Certificate   | <input type="checkbox"/>         | <input type="checkbox"/>           |
| 2. 全份租約(已打釐印) (亦須注意本清單 E 部份)      | 2. Full set of Tenancy Agreement (Stamp Duty paid) (Please also refer to Section E of this checklist)                                      | <input type="checkbox"/>         | <input type="checkbox"/>           |
| 3. 業權證明(即土地註冊處紀錄)                 | 3. Proof of Landlord (i.e. Land Registry records)  | <input type="checkbox"/>         | <input type="checkbox"/>           |
| 4. 公司照片(顯示公司的外貌、名稱及內部設備)          | 4. Photos of premises (showing the exterior construction, company name and interior setup)   | <input type="checkbox"/>         | <input type="checkbox"/>           |
| (B) <u>有限公司適用</u>                 | (B) <u>For Limited Company</u>   |                                  |                                    |
| 1. 公司註冊證書                         | 1. Certificate of Incorporation  | <input type="checkbox"/>         | <input type="checkbox"/>           |
| 2. 董事註冊文件(周年申報表/表格 NNC1/表格 NNC1G) | 2. Registration of Directorship (Annual Return/Form NNC1/Form NNC1G)   | <input type="checkbox"/>         | <input type="checkbox"/>           |
| 3*. 董事局委任負責人員及第二負責人員的授權信          | 3*. Authorization letter(s) from Board of Directors to appoint the Responsible Personnel and the Second Responsible Personnel              | <input type="checkbox"/>         | <input type="checkbox"/>           |
| 4*. 由負責人員及第二負責人員簽署確認接受委任的同意信      | 4*. Acceptance letter(s) signed by the Responsible Personnel and the Second Responsible Personnel confirming acceptance of the Appointment | <input type="checkbox"/>         | <input type="checkbox"/>           |

| (C) <u>獨資或合夥經營公司適用</u>                     | (C) <u>For Sole Proprietorship/<br/>Partnership Company</u>   | 供申請人備註<br>For Applicant's<br>Use | 只供海關填寫<br>For Official<br>Use Only |
|--|---|----------------------------------|------------------------------------|
| 1. 獨資或合夥經營的證明文件<br>(Form 1(a) 或 Form 1(c)) | 1. Proof of Proprietorship/Partnership<br>(Form 1(a) or Form 1(c))  | <input type="checkbox"/>         | <input type="checkbox"/>           |
| 2*. 東主／合夥人委任負責人員<br>及第二負責人員的授權信            | 2*. Authorization letter(s) from<br>Proprietor/partner to appoint the<br>Responsible Personnel and the Second<br>Responsible Personnel              | <input type="checkbox"/>         | <input type="checkbox"/>           |
| 3*. 由負責人員及第二負責人員<br>簽署確認接受委任的同意信           | 3*. Acceptance letter(s) signed by the<br>Responsible Personnel and the Second<br>Responsible Personnel confirming<br>acceptance of the appointment | <input type="checkbox"/>         | <input type="checkbox"/>           |
| <br>                                       |   |                                  |                                    |
| (D) <u>特別進口牌照適用</u>                        | (D) <u>Applicable to Special Import Licence</u>   |                                  |                                    |
| 1. 證明申請人的私用保稅倉能貯<br>存不少於 500 千升碳氫油的<br>文件  | 1. Supporting documents to prove a<br>storage capacity of not less than 500<br>kilolitres of hydrocarbon oil of<br>applicant's licensed warehouse   | <input type="checkbox"/>         | <input type="checkbox"/>           |
| <br>                                       |   |                                  |                                    |
| (E) <u>其他(如適用)</u>                         | (E) <u>Others (if applicable)</u>   |                                  |                                    |
| 1*. 同意租客分租單位予申請公司<br>的業主信函                 | 1*. Letter from the landlord granting<br>permission to the principal tenant<br>to sublet the said premises to the<br>applicant company              | <input type="checkbox"/>         | <input type="checkbox"/>           |

**請注意下列事項：PLEASE PAY ATTENTION TO THE FOLLOWING**

申請人須親身或以郵遞方式把註有(\*)的有關文件正本交回香港北角渣華道222號海關總部大樓 3樓，香港海關應課稅品科牌照小組。如有查詢，請致電3759 2395。

Applicants shall submit the original copy of the document with (\*) in person or by post to: Licence Unit, Office of Dutiable Commodities Administration, Customs and Excise Department, 3/F, Customs Headquarters Building, 222 Java Road, North Point, Hong Kong. For enquiries, please contact 3759 2395.