

**進出口／特別進口牌照申請證明文件/資料清單**  
**Checklist of Supporting Documents/Information**  
**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/資料 (須蓋有公司印鑑)：

Please upload the following documents/information (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 For Applicant's Use	只供海關填寫 For Official 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/ Partnership Company</u>	供申請人備註 For Applicant's Use	只供海關填寫 For Official Use Only
1. 獨資或合夥經營的證明文件 (Form 1(a) 或 Form 1(c))	1. Proof of Proprietorship/Partnership (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 及第二負責人員的授權信	2*. Authorization letter(s) from Proprietor/partner to appoint the Responsible Personnel and the Second Responsible Personnel	<input type="checkbox"/>	<input type="checkbox"/>
3*. 由負責人員及第二負責人員 簽署確認接受委任的同意信	3*. Acceptance letter(s) signed by the Responsible Personnel and the Second Responsible Personnel confirming acceptance of the appointment	<input type="checkbox"/>	<input type="checkbox"/>
(D) <u>特別進口牌照適用</u>	(D) <u>Applicable to Special Import Licence</u>		
1. 申請人的私用保稅倉能貯存不 少於 500 千升碳氫油的證明	1. Proof of storage capacity of not less than 500 kilolitres of hydrocarbon oil of applicant's licensed warehouse	<input type="checkbox"/>	<input type="checkbox"/>
2*. 向關長申請授權發出通行證及 ／或憑單以移動碳氫油的信件	2*. Letter of application for authorization from the Commissioner to issue passes and / or vouchers for the removal of hydrocarbon oil	<input type="checkbox"/>	<input type="checkbox"/>
(E) <u>其他(如適用)</u>	(E) <u>Others (if applicable)</u>		
1*. 同意租客分租單位/ 共用單位/ 以其他方法批准單位的使用予 申請公司的業主信函本)	1*. Letter from the landlord granting permission to the principal tenant to sublet/share/by other means to obtain the use of the said premises to the 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/資料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或電郵至customsenquiry@customs.gov.hk。

Applicants shall submit the original copy of the document/information with (\*) in person or by post to: Licence Unit, Office of the 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 or by email to customsenquiry@customs.gov.hk.