

製造商／保稅倉牌照申請提交文件/資料清單
Checklist of Supporting Documents/Information –
Application for Manufacturer’s or Warehouse 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)	2.# Full set of Tenancy Agreement (Stamp Duty paid)	<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. 保稅倉／廠房詳細圖則 (附帶總面積圖示)	4. Detailed layout plan of the warehouse /factory (with indication of dimensions)	<input type="checkbox"/>	<input type="checkbox"/>
5. 保稅倉／廠房之照片 (顯示外貌、名稱及內部設備) (可於裝修／改建後提交)	5. Photos of warehouse/factory (showing the exterior construction, company name and interior setup) (can be submitted after renovation/modification)	<input type="checkbox"/>	<input type="checkbox"/>
6. 保稅倉／廠房開放時間的 陳述	6. A statement of the proposed opening hours of the warehouse/factory	<input type="checkbox"/>	<input type="checkbox"/>
7. 貨品製造／保稅倉的詳細 工作程序	7. Detailed operation procedures of the factory/warehouse	<input type="checkbox"/>	<input type="checkbox"/>
8. 有關貨品製造或應課稅貨品 存倉所備存的帳簿或其他文 件之記錄系統、方法、樣式、 根據、其備存及更新頻率的描 述或流程圖 (為該用途所採用 或擬採用的各種表格及記錄 之複印副本或樣本)	8. Narrative descriptions / flowchart of the record system, the means, format, basis and frequency of such record maintenance and updating relating to the books of accounts and other documents kept or proposed to be kept in relation to the manufacturing process / warehousing of dutiable goods (with photocopies / specimen of all forms and records used or proposed to be used for such purposes)	<input type="checkbox"/>	<input type="checkbox"/>
9. 因應在該保稅倉或廠房貯存 應課稅貨品所備存或擬備存 的帳簿及其他文件的內容說 明(即資料的類別)	9. Description of the content (i.e. the type of data) of the books of account and other documents kept or proposed to be kept in respect of dutiable goods stored in the warehouse/factory	<input type="checkbox"/>	<input type="checkbox"/>
10. 在保稅倉或廠房貯存貨物的編 碼系統、儲存地點分區系統及 標籤系統的描述	10. Description of stock coding system, storage location identification system and labelling system of physical stock stored in the warehouse/factory	<input type="checkbox"/>	<input type="checkbox"/>

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11*. 獲授權於擬申請牌照之處所接收／放行應課稅貨品之人士的資料及其簽署樣式	11*. Particulars and specimen signatures of the persons authorized to receive/release dutiable goods into/from the proposed licensed premises	<input type="checkbox"/>	<input type="checkbox"/>
12. 描述已採用或擬採用的管理措施以妥善保管所貯存應課稅貨品及防止未獲授權人士進入該廠房／保稅倉(如在出入口裝置的安全設備)	12. Description on the control measures adopted or to be adopted for safe guarding storage of dutiable goods and to prevent unauthorized person from entering into the factory/ warehouse (e.g. installation of security devices at entrances/exits)	<input type="checkbox"/>	<input type="checkbox"/>
13. 有關保稅倉／製造商的運作系統／存貨管理系統／存貨管制系統的描述、解說記錄、系統／工序手冊(包括查核許可證、銷毀應課稅貨品、調正不符之處及調查例外或不尋常之處)	13. System description, explanatory notes, system/procedural manual of the warehouse's/manufacture's stock operation system / inventory management system / inventory control system (including checking of permits, destruction of dutiable goods, reconciliation of discrepancy and investigation of exceptions / irregularities)	<input type="checkbox"/>	<input type="checkbox"/>
14*. 展示最近 3 個月的業務交易的銀行月結單的副本(須經 2 有限公司董事或行政總裁、獨資經營的東主或合夥經營公司的所有股東核證)	14*. Certified true copies (by two directors/ chief executive of a limited company, the sole proprietor or all partners of a partnership company) of bank statements showing the transactions of the latest 3 months	<input type="checkbox"/>	<input type="checkbox"/>
(B) <u>有限公司適用</u>	(B) <u>For Limited Company</u>		
1. 公司註冊證明書	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)及收據	2.# Registration of Directorship (Annual Return/Form NNC1/Form NNC1G) with receipt	<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書	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"/>

(B) <u>有限公司適用</u>	(B) <u>For Limited Company</u>	供申請人備註 For Applicant's Use	只供海關填寫 For Official Use Only
5*. 最近 3 年經審計的財務報表的正本或由審計師核證的副本	5*. Original or certified true copy (by auditor) of audited financial statements for the latest 3 financial years.	<input type="checkbox"/>	<input type="checkbox"/>
如上述的帳目未能涵蓋在遞交申請表前 3 個月的帳目，請人須提交相關時期的非正式或管理帳目	Informal/management accounts up to a period not earlier than 3 months before the date of submitting the application if that has not been covered by the latest audited accounts	<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>		
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"/>
4*. 最近 1 年經審計的財務報表正本或經審計師核證的副本，或者是專業會計師對於持續經營狀況方面的報告正本或經該專業會計師核證的副本	4*. Original /certified true copy (by auditor) of audited financial statements for the latest financial year or original /certified true copy of report by a Professional Accountant on going concern status.	<input type="checkbox"/>	<input type="checkbox"/>
在提交申請表之前對上的財政年度前的兩個財政年度未經審計的帳目或管理帳目(須由東主、所有合夥人或執業會計師核證)	Unaudited account / management account certified by the sole proprietor, or all partners of the company or any certified public accountant for the 2 financial years preceding the latest financial year prior to submission of application	<input type="checkbox"/>	<input type="checkbox"/>
如上述的帳目未能涵蓋在遞交申請表前 3 個月的帳目，請人須提交相關時期的非正式或管理帳目	Informal/management accounts up to a period not earlier than 3 months before the date of submitting the application if that has not been covered by the latest audited financial statements	<input type="checkbox"/>	<input type="checkbox"/>

(D) 其他(如適用)	(D) Others (if applicable)	供申請人備註 For Applicant's Use	只供海關填寫 For Official Use Only
1.* 對未能提供經審計的財務報表新成立的公司，則須提交由公司董事、總裁、東主或所有合夥人所核證的預測損益表、資產負債表及現金流量表	1.* For a newly formed company where available, forecasted Profit & Loss Account, Balance Sheet and CashFlow Statement certified by directors, chief executive, sole proprietor or all the partners of the company are required.	<input type="checkbox"/>	<input type="checkbox"/>
2. 貨物盤點的程序及日程表	2. Procedures and schedules of stock count	<input type="checkbox"/>	<input type="checkbox"/>
3.# 有效及適當的危險品牌照/證書(貯存及製造烈酒、甲醇或碳氫油等(如適用))	3.# Valid and appropriate licence/certificate for dangerous goods (storage and manufacture of hard liquors, methyl alcohol or hydrocarbon oil, etc. where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
4.# 如租約上的租戶並非申請公司，請同時提供業主同意租客分租/ 共用單位或准許申請公司使用該單位的證明	4.# If the tenant as indicated in the Tenancy Agreement is not the applicant company, then a letter from the landlord granting permission to the principal tenant to sublet/share the premises, or permit the applicant company to use the premises is also required	<input type="checkbox"/>	<input type="checkbox"/>
5.# 如申請人已根據香港法例第109A章<<應課稅品規例>>第27條向關長提供保證書，則須提交文件以證明該保證書仍然有效	5.# For applicant who has furnished security bond to the Commissioner under Regulation 27 of the Dutiable Commodities Regulations, Cap. 109A, Laws of Hong Kong, shall provide document to prove that such security bond is still valid	<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。遞交牌照續期的申請時，須把註有(#)的有關文件/資料上載至「應課稅品系統」(如適用)。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 Dutiable Commodities Administration, Customs and Excise Department, 3/F, Customs Headquarters Building, 222 Java Road, North Point, Hong Kong. For the renewal application of licence, document/information with (#) shall be uploaded to Dutiable Commodities System (if applicable). For enquiries, please contact 3759 2395 or by email to customsenquiry@customs.gov.hk.