

For reference only

For Sole Proprietorship & Partnership Company

(please use company letter)

To: Customs & Excise Department

Licence Unit

Sample of Authorization Letter

Mr. (Name) holder of HKID no. (ID No.) was appointed to act as ***Responsible Personnel /Second Responsible Personnel** for the ***Manufacturer/ Warehouse / Import & Export** Licence of Dutiable Commodities, namely, ***Alcoholic Liquor /Tobacco / Methyl Alcohol / Hydrocarbon Oil** for (Company Name) with immediate effect.

----- (Signature) (Company Chop here)

Name of Proprietor / Partner (in Block letters)

Date

*delete where inapplicable

To: Customs & Excise Department

Licence Unit

Sample of Acceptance Letter

I, (Name), holder of HKID no. (ID No.), hereby accepted the appointment of ***Responsible Personnel /Second Responsible Personnel** by (Company Name) for the ***Manufacturer / Warehouse / Import & Export** Licence of Dutiable Commodities, namely, ***Alcoholic Liquor / Tobacco / Methyl Alcohol / Hydrocarbon Oil** with immediate effect.

----- (Signature)

Name of Responsible Personnel /Second Responsible Personnel (in Block letters)

Date

*delete where inapplicable