



**動物產品衛生證書申請表**  
**Application for Sanitary Certificate for Products of Animal Origin**

**注意: 請先細閱背頁注意事項 IMPORTANT : Please read the Notes overleaf first.**

**1. 申請人資料 Particulars of Applicant (Exporter):**

公司名稱 Company Name:  電話及傳真號碼 Telephone & Fax No. :	營業地址 Business Address:
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**2. 貨品詳情 Details of Commodity:**

貨品資料 Description of Commodity:  學名 Scientific Name:	數量和包裝種類 Quantity & Type of Package:  美元價值 Value in US \$:	淨重量(公斤) Net Weight in Kg:
寄運標記 Shipping Mark:	驗貨地點 Location of the Commodity for Examination:	

**3. 寄運資料 Shipment Details:**

運輸工具 Means of Conveyance: 空運(提單編號) By air (Airway Bill No.) : _____ 海運(船名稱) By sea (Name of Vessel) : _____ 其他交通工具 By other means:	目的地國家/地方 Country/place of Destination:	預計貨運日期 Expected Date of Shipment:
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**4. 備註 Remarks :**

產地來源 Country/place of Origin:	其他 Others:
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<b>5. 公司印鑑 Company Chop:</b>  日期 Date : _____	<b>6. 本人聲明上述資料均正確無誤 I declare that the above information is true and correct. :</b>  簽名 Signature : _____ 姓名 Name: _____ 公司職位 Position in Company : _____	<b>7. 本欄供本署職員填寫 For Official Use Only</b> Date: _____ Serial No. : <b>HC</b> _____ Fee: _____ M.R. No. : _____ Shroff Initial : _____ Checked by :
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## 注意事項 Notes to Applicant

1. 請用**正楷**填寫，填妥後申請人或其代表必須親自將申請表送回九龍長沙灣道 303 號 5 樓 9 號櫃位漁農自然護理署簽證及認證組，遞交申請表格時須一併繳付申請費用。不論獲發健康證書與否，已繳付之費用均不予以退還。切勿郵寄現金。如用支票付款，收款人須寫明「香港特別行政區政府」。Please complete in **BLOCK LETTERS**. The applicant or his/her representative must submit the completed application form at Counter No. 9, Permit & Certification Section, Agriculture, Fisheries and Conservation Department, 5<sup>th</sup> Floor, Cheung Sha Wan Government Offices, No.303, Cheung Sha Wan Road, Kowloon, Hong Kong. Application fees must be paid upon the submission of the application. The fees are NOT refundable once the certificate has been approved. Cash should not be sent by post. Cheque and bank draft should be made payable to "The Government of the Hong Kong Special Administrative Region".
2. 動物產品的物主/出口商**必須**預先查核及確保已符合目的地國家/地方的所有進口規定。請預先向目的地國家/地方的有關部門或該國駐港的領事館查詢入口規定。  
The owner/exporter of the animal products **MUST** check and ensure that he/she satisfies all import requirements of the destination country/place. Import requirements should be checked with the authority in the destination country/place or the consulate in Hong Kong.
3. 獲簽發的動物產品衛生證書不應被理解為已符合目的地國家/地方的所有進口規定。  
Sanitary Certificate cannot be construed as full compliance with all the import requirements of the destination country/place.
4. 動物產品衛生證書的有效期將視乎目的地國家/地方的規例而定。  
The period of validity of the certificate will depend on the regulations of the destination country/place.
5. 申請人在獲發證書前，不得將需申領證書的動物產品運出本港。  
The applicant must not dispatch the commodity before the certificate is issued.
6. 申請人須在申請日起計三十天內將動物產品備妥以供本署委任的人員檢驗，否則已繳費用會被沒收。  
The applicant is required to make the commodity available for examination within 30 days from the day of application by officers of this Department. Failing this, the fee will be forfeited.
7. 倘申請人未能在檢驗日起計三十天內依照獸醫官的要求提供足夠的資料及/或證件，本署將拒絕簽發動物產品衛生證書並將已繳費用沒收。  
In the event that the applicant is unable to provide full details or documents as may be required by the veterinary officer within 30 days from the day of examination, the issue of the Sanitary Certificate will be refused and the fee will be forfeited.
8. 倘動物產品不能符合規定的衛生標準，本署將不會簽發證書，並將已繳費用沒收。  
If the commodity is not up to the required hygienic standard, no certificate will be issued and the fee will be forfeited.
9. 倘已受檢驗動物產品是本港法例第 586 章，保護瀕危動植物物種條例管制，而其有關的出口證申請被本署拒絕，則其申請動物產品衛生證書亦將被拒絕，並將已繳費用沒收。  
If the commodity is subject to control under the Protection of Endangered Species of Animals & Plants Ordinance, Cap 586 and its related application for Export Licence is refused by this Department, the issue of a Sanitary Certificate will also be refused. The fee will be forfeited if the examination has already been carried out.
10. 檢驗貨品的時間在星期一至五的辦公時間內進行。  
The time of inspection could only be carried out from Monday to Friday during office hours excluding public holiday.
11. 詳細資料可瀏覽本署網頁<http://www.afcd.gov.hk> 或於辦公時間內致電2150 7064查詢。  
For detailed information, please visit <http://www.afcd.gov.hk> or make enquiry at 21507064 during office hours.

## 免責聲明Disclaimer

你應預先向目的地國家/地方的有關部門，及/或該國/地方駐港的領事館查詢入口規定，確保已符合目的地國家/地方的所有進口規定。在處理申請時，本署已力求審慎，惟簽發動物產品衛生證書並不保證已符合所有進口規定。漁農自然護理署或其任何職員，均毋須為簽發的證書承擔任何賠償責任。本署亦不會對任何動物產品被遣返所引起的費用作出賠償。如被遣返的動物產品並沒有領有有效的許可證，你將會被檢控。

You **MUST** check and ensure in advance that you satisfy all import requirements of the destination country/place. The issue of a Sanitary Certificate does not guarantee that it is sufficient. Import requirements should be checked with the authorities in destination country/place, consulate in Hong Kong. Whilst every care has been taken in processing the application, in particular, no warranty regarding foreign importation requirements is given in conjunction with the application. Our Department will not be liable to any claim with respect to the issuance of any Sanitary Certificate or cost incurred due to the repatriation of animal products. If the repatriated animal products are not covered by a valid permit, you will be prosecuted.

## 個人資料收集聲明Personal Information Collection Statement

- 你所提供的資料將用作與申請本署的動物產品衛生證書的有關事宜。The Information provided by you will be used for the purposes relating to the application for Sanitary Certificate for Products of Animal Origins in this department.
- 個人資料的提供純屬自願性質。若你未能提供足夠的資料，本署可能無法辦理你的申請。The provision of personal data is voluntary. If you do not provide sufficient information, this department may not be able to process your application.
- 本署可能將部分資料披露予獲授權人士。This Department may disclose part of the information to authorized parties.
- 除個人資料(私隱)條例所訂明的豁免外，你有權查閱和改正你的個人資料。Subject to exemptions under the Personal Data (Privacy) Ordinance, you have a right of access and correction with respect to personal data.
- 查閱和改正個人資料的要求應以書面形式向漁農自然護理署進出口科簽證及認證組提出，地址為九龍長沙灣道303號長沙灣政府合署五樓。Request for personal data access and correction should be addressed to Permit and Certification Section, Import and Export Division of Agriculture, Fisheries and Conservation Department at 5th Floor, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.

**INFORMATION OF THE CONSIGNMENT FOR THE ISSUE OF A SANITARY CERTIFICATE**

**簽發衛生證書所須的貨載詳情**

Application No./申請編號<sup>1</sup> : HCB \_\_\_\_\_

**I. IDENTIFICATION OF THE PRODUCTS 產品識別**

Official Use

Type of products 產品類別:	( ) <sup>2</sup>	<input type="checkbox"/>
Shipping marks 航運標記:		<input type="checkbox"/>
Gross weight 毛重 <sup>3</sup> :	( )kg/M/T	<input type="checkbox"/>
Net weight 淨重 <sup>4</sup> :	( )kg/M/T	<input type="checkbox"/>
Number of packages 數量 <sup>5</sup> :	( )Bag/Ctn	<input type="checkbox"/>
Container No. 貨櫃編號 <sup>6</sup> :		<input type="checkbox"/>
Seal No. 標籤編號 <sup>7</sup> :		<input type="checkbox"/>
Country of Origin 原產國 <sup>8</sup> :		<input type="checkbox"/>

**II. PLACE OF EXAMINATION IN HONG KONG 在香港驗貨地點**

**III. DESTINATION OF THE PRODUCTS 產品目的地**

The products will be sent from Hong Kong to 物種將會從香港送往 \_\_\_\_\_ on/about 在/於 \_\_\_\_\_

Means of transport 運輸工具<sup>9</sup>:    Air Freight 空運     By sea 海運     By Speed Post 速遞     Other 其他

Flight No. 航機編號: \_\_\_\_\_    Airway Bill No. 提單編號: MAWB No. \_\_\_\_\_    HAWB No. \_\_\_\_\_

Name of Vessel : M.V. 貨船名稱: “ \_\_\_\_\_ ”    Voyage No. 航程號碼: \_\_\_\_\_

Name and address of exporter 出口商名稱及地址: \_\_\_\_\_

Name and address of consignee 收貨人名稱及地址: (if applicable/需要時填寫) \_\_\_\_\_

Attached Document 附加文件<sup>10</sup>: \_\_\_\_\_

Kind of document 文件類別: \_\_\_\_\_ (Please specify 請註明)

**I declare that the above information is true and correct. 本人謹此聲明以上資料屬正確無誤**

Signature 簽署: \_\_\_\_\_    Company chop 公司印章: \_\_\_\_\_

Name 姓名: \_\_\_\_\_    Position in company 公司職位: \_\_\_\_\_

Date 日期: \_\_\_\_\_    Tel 電話: \_\_\_\_\_    Fax 傳真: \_\_\_\_\_

The above information is required for the issue of certificate. Please read the instruction on the reverse page and complete in ENGLISH by printed words.

本處簽發的證書將會參照本表格所申報之事項，務請用英文正楷書寫，並請參閱印在背後的指引。

For Official Use

Value of Products : \_\_\_\_\_

Date of Document Received : \_\_\_\_\_    Signature : \_\_\_\_\_

Date of Inspection : \_\_\_\_\_    ( \_\_\_\_\_ )

Date of Report : \_\_\_\_\_    FO/PC

**IV. OTHER INFORMATION** (for request of additional clause of certification to be included in the certificate)<sup>11</sup>

其他資料(要求在衛生證上加特別條款)

Official Use

<input type="checkbox"/> Fumigation Method 鑪蒸方法:	Date 日期:	Cert No.證書編號:	<input type="checkbox"/>
<input type="checkbox"/> The bird's nest had been washed, dried and heated to at least 72°C for 30 min. prior to export. 雀巢(燕窩)必須在出口前經過清洗、弄乾及在攝氏 72 度的環境下加熱處理 30 分鐘。			<input type="checkbox"/>
<input type="checkbox"/> Licence to Export No. 出口牌照號碼: APO/EL		(for endanger species 瀕危物種適用)	<input type="checkbox"/>
<input type="checkbox"/> Others 其他:			<input type="checkbox"/>
Attached Document 附加文件:			<input type="checkbox"/>
<input type="checkbox"/> Kind of document 文件類別:		(Please specify 請註明)	<input type="checkbox"/>

**I declare that the above information is true and correct.** 本人謹此聲明以上資料屬正確無誤

Signature 簽署: \_\_\_\_\_ Company chop 公司印章: \_\_\_\_\_  
 Name 姓名: \_\_\_\_\_ Position in company 公司職位: \_\_\_\_\_  
 Date 日期: \_\_\_\_\_ Tel 電話: \_\_\_\_\_ Fax 傳真: \_\_\_\_\_

The above information is required for the issue of certificate. Please read the instruction on below and complete in ENGLISH by printed words.本處簽發的證書將會參照本表格所申報之事項，務請用英文正楷書寫，並請參閱以下的指引。For Official Use

Value of Products : \_\_\_\_\_  
 Date of document Received : \_\_\_\_\_ Signature : \_\_\_\_\_  
 Date of Inspection : \_\_\_\_\_ ( \_\_\_\_\_ )  
 Date of Report : \_\_\_\_\_ FO/PC

**V. INSTRUCTION** 指引

- The application number is indicated in the official receipt./ 申請編號顯示在正式收據上。
- Please provide the scientific name (genus and species). 請提供學名〈屬和種〉。
- Add 4\* after the words, e.g. One Hundred Twenty Three and Forty-five Hundredth (123.45)\*\*\*\*/Twenty Five and Seven Hundred Eleven Thousandth (25.711)\*\*\*\*.  
在文字後加四個 \* 符號，例如：壹佰二拾三點四五(123.45)\*\*\*\*/二十五點七一一(25.711)\*\*\*\*。
- Same as above./ 同上。
- Same as above./ 同上。
- To be supported by shipping documents, e.g. Packing List/Dock Receipt. (if applicable/需要時填寫)  
提供航運文件，例如裝運通知單/貨運站收據。
- Same as above./ 同上。
- Must be supported by documentary proof, e.g. Certificate of Origin./ 必須提供文件證明，例如產地來源證。
- Insert flight number and Airway Bill number if by air freight, name of vessel and voyage number if by sea as appropriate. (Must be supported by documentary proof.)  
如空運者請寫上航機編號和提單編號，如海運者請寫上貨船名稱和航程號碼。(必須提供文件證明。)
- Please list the document attached./ 請註明提交的文件清單。
- The additional clause must be supported by documentary proof, e.g. fumigation certificate and export permit/licence, etc./ 特別條款必須加設在文件證明，例如鑪蒸證書等。



## 申請動物產品衛生證書指引

# Guide to Apply for the Sanitary Certificate for Products of Animal Origin

## 一般資料 General Information

為方便本地出口商能符合入口國家地方對動物產品衛生證明的規定，本署提供簽發動物產品衛生證書服務。衛生證書只適用於未經加工或部份經過加工的動物產品。衛生證書所證明的是該種貨品是潔淨的及其包裝合乎衛生。由於不同國家地方對動物產品入口有不同的規管及不同的衛生證書的要求，申請人應在事前盡早以書面向目的地國家地方的有關部門，以及運載產品的航空公司或船務公司索取有關規定的細則。請注意本署不一定能就所有進口規定的細則發出證明。

The issue of Sanitary Certificates for products of animal origin is a service provided by the Department to assist local exporters in meeting the sanitary requirements of importing countries/places. Sanitary certificates are issued for animal products, which are either raw or partially processed. Sanitary certificates certify that the commodities are clean and hygienically packed. Since different countries may impose different restrictions on the importation of animal products and sanitary certification requirements, applicants are strongly advised to obtain well in advance the details of requirements from both the government authorities of the destination country/place to which the products are to be sent and from the airline or shipping company that will carry the products. Please note that this Department may not always be able to certify all of the required details.

## 申請程序 Application Procedure

1. 任何人士如欲申領衛生證書，應以指定的表格(表格編號AF300-HCB)申請，該表格可向本署的辦事處免費索取。  
Anyone who wishes to obtain a sanitary certificate must apply on the specified form (Form no. AF300-HCB) which is available free of charge from our office.
2. 申請人或其代表必須親自把填妥的申請表交回本署5字樓簽証及認証分組(第9號櫃檯)，並同時繳交規定的費用。  
The completed application form should be submitted by the applicant or his representative in person to the Permit & Certification Unit (Counter No.9) on the 5th Floor of this Department. Fees are payable at the same time.
3. 申請人必須提供下列資料 The following information must be provided by the applicant:
  - (a) 產品名稱，包括該物種或物品的俗稱及學名 name of product, including both common and scientific name of the species or article;
  - (b) 包裝的件數及重量 number of packages and weight;
  - (c) 產品價值 value of the shipment;
  - (d) 付運標記 shipping mark;
  - (e) 目的地國家/地方 country/place of destination;
  - (f) 產品的原產地/地方 country/place of origin of the product(s);
  - (g) 申請人或公司的名稱 name of applicant or company;
  - (h) 預定的付運日期，以及運載貨物出口的船舶或班機的編號 the expected date of departure and the name of ship or flight number of the export.
4. 倘該等準備出口的動物品種 / 動物部份 / 其衍生物屬於香港法例第586章《保護瀕危動植物物種條例》的附表所載者，則申請人須先取得瀕危物種出口證，本署方會接受有關申請。進口 / 入口 / 擁有瀕臨物種的物動 / 部份 / 衍生物均受當局嚴格管制，有關詳情可向本署瀕危物種保護科查詢 (電話: 2 1 5 0 6 9 7 3)。  
If the animal species/parts/derivatives to be exported are scheduled under the Laws of Hong Kong Chapter 586 《Protection of Endangered Species of Animals and Plants Ordinance》，an Export Licence is required before acceptance of the application. Import/Export/Possession of endangered species/parts/derivatives is strictly controlled, and advice on such may be obtained from the Endangered Species Protection Division of this Department (2150 6973).
5. 如申請書內的有關說明不準確，則申請人可能要申報衍生出該產品的物種的完整學名，並連同由原產地政府發出的書面證據以資證明。申請人可能要提供其他書面證據以證明該等貨物由原產地合法出口，及 / 或在個別案中視為恰當的其他資料。  
Where the description in the application is not precise, the applicant may be required to declare the full scientific name of the species from which the products are derived with documentary evidence from the government of the country/place of origin to verify this. The applicant may be required to provide documentary evidence that the goods were exported legally from the country/place of origin, or such other details as may be deemed appropriate for any particular case.
6. 申請人應於購買及進口任何動物產品前，先取得原產地地方的衛生證書。申請人在申領本署簽發的衛生證書時，須出示上述的衛生證書以查核及批簽。而該等動物產品的買賣發票，應連同申請書一併呈交。  
Before buying and importing any animal product, the applicant should obtain a health certificate from the country/place of origin. Such a health certificate should be produced for inspection and endorsement at the time of making an application for Sanitary Certificate issued by this Department. An invoice showing the sale of such animal products to the applicant should also be produced with the application.

7. 申請人必須將入口國家/地方的入口規定填寫在申請表格內，並且通知本署督察，以便他考慮將此規定列入衛生證書內。申請人有責任確保在督察檢查貨物時已向他提供一切必要而正確的資料，並且載於申請表格內，或在提交申請時附連於申請表格正本上。

The applicant should inform the inspector and include in the application any special requirements so that these may be considered before a decision on certification is made. It is the responsibility of the applicant to ensure that all the necessary and correct information is available to the inspector **at the time of examination** of the goods, and that the information is present in the original application form or attached to it at the time of application.

## **預約檢驗 Examination Appointment**

- 申請人在遞交申請表格的同時，須為接受檢驗的貨品安排預約。預約採取先到先得形式。申請人或其代表須至少在 7 個工作天前安排預約。每批貨只許預約一次。(檢驗貨品的時間在星期一至五的辦公時間內進行。)  
When submitting an application form, an appointment for an examination of the commodity must be made. Appointments are made on a first-come first-served basis. Appointments are to be made by an applicant or representative at least 7 working days in advance. Only one appointment per shipment is permissible. (The time of inspection could only be carried out from Monday to Friday during office hours excluding public holiday.)
- 如欲取消預約，申請人須至少在約定的檢驗日期前一個工作天提出，否則本署可沒收已繳費用。  
Cancellation of an appointment must be made at least 1 working day before the scheduled day of examination. If this is not done, then the fee may be forfeited.
- 在檢驗當天上午十時三十分前，申請人或其代理人應致電本署督察，確實預約時間。倘申請人失約不赴約定的地點會見，已繳費用即被沒收。  
Before 10:30 a.m. on the day of examination the applicant or an agent should telephone the inspector to confirm and verify the appointment time. If the applicant fails to meet the inspecting officer at the examination site as arranged; the fee will be forfeited.
- 申請人須在申請日起計 30 天內將貨品備妥，供本署所委任的人員檢驗。倘申請人未能在 30 天內備妥貨品供本署人員檢驗；已繳交的一切費用，即被沒收，退款的要求亦不會受理。  
The applicant is required to make the commodity available for examination by an appointed officer of the Department within 30 days from the date of payment. Should the applicant fail to do this, the fee will be forfeited and requests for a refund will not be entertained.
- 倘申請人未能如所規定，提供足夠的資料或文件，本署有權拒絕簽發衛生證，此外，如檢驗人員或獸醫師對貨品的情況不滿意而申請人又未能夠改善貨品的情況，則本署亦會拒絕簽發衛生證書，已繳費用則予沒收。  
In the event of the applicant being unable to provide full details or documents as may be required, the issue of the certificate may be refused. In addition, if the inspector or veterinary officer is not satisfied with the condition of the goods, the issue of a sanitary certificate will be refused. The fee will also be forfeited.
- 本署於檢驗貨品後，倘認為情況令人滿意，而有關文件亦已交齊，通常會在三個工作天內簽發衛生證書。  
If on examination the commodity is found to be in satisfactory condition, a sanitary certificate will normally be issued within 3 working days, provided that other related documents are made available.

## **費用 Fees**

請參閱以下網頁或致電 (852)2150 7056 / 2150 7064 向本署職員查詢：

[http://www.afcd.gov.hk/tc\\_chi/quarantine/qua\\_ie/qua\\_ie\\_eapao/qua\\_ie\\_eapao\\_iscpao/qua\\_ie\\_eapao\\_iscpao.html](http://www.afcd.gov.hk/tc_chi/quarantine/qua_ie/qua_ie_eapao/qua_ie_eapao_iscpao/qua_ie_eapao_iscpao.html)

Please refer to the following webpage or check with our staff at (852)2150 7056 / 2150 7064:

[http://www.afcd.gov.hk/english/quarantine/qua\\_ie/qua\\_ie\\_eapao/qua\\_ie\\_eapao\\_iscpao/qua\\_ie\\_eapao\\_iscpao.html](http://www.afcd.gov.hk/english/quarantine/qua_ie/qua_ie_eapao/qua_ie_eapao_iscpao/qua_ie_eapao_iscpao.html)

## **額外須知 Additional Notes**

衛生證書乃按照本署督察經檢驗後按實情簽發的，這些實情日後不能改動。申請人亦須留意，本署不可能為已運往目的地或已鎖於貨櫃內準備付運的貨物更改衛生證書。因此，申請人如欲更改衛生證書上的任何資料，必須循正常手續將貨物再行覆驗，以便督察能證實新的實情。本署不會為任何基於某種原因被視為不當的貿易或其他安排簽發衛生證書。本署並不保證衛生證書上所證明的事項皆符合目的地的所有入口衛生規格。本署或任何職員或其代表均毋須為簽發衛生證承擔任何賠償責任。

The sanitary certificate will be issued based upon the facts reported to the inspector at the time of examination and those facts cannot be altered at a later date. Applicants are advised that it is not possible for this office to alter a sanitary certificate for goods once they have been dispatched to their destination or locked in containers ready for dispatch. Therefore, if alterations to any of the details on a sanitary certificate are required, the applicant must have the goods inspected again through the normal procedure so that the new facts can be verified by the inspector.

## **查詢 Inquiries**

電話Tel：(852)2150 7056 / 2150 7064

傳真Fax：(852)2375 3563