

**Application for a LICENCE TO IMPORT**  
**Protection of Endangered Species of Animals and Plants Ordinance, Cap. 586**

For official use only

- Live animals
- Animal specimens
- Plant specimens

**IL**

Please read the attached notes before filling in this application form

<p>1. Name of Applicant/Company &amp; Address</p>     <p>Contact Person's Name .....</p> <p>Telephone: ..... Fax: .....</p> <p>E-mail Address .....</p>	<p>2. Consignor's Name &amp; Address</p>     
<p>3. (a) H.K. Business Registration No. of Company .....</p> <p>or</p> <p>Identity Card/Passport No. of Applicant .....</p> <p>(b) If you hold a valid Licence to Possess, please provide licence number</p> <p>APO/PL.....</p>	<p>4. (a) Purpose: (Please refer to attached notes).....</p> <p>(b) Expected date of arrival .....</p> <p>(c) Transportation : By air/ship/train/truck/others (Please specify)</p> <p>.....</p>

**Details of Animals and Plants specimens ( If more than one species, please fill in annex)**

No.1	5. Species of animal/plant	6. CITES # Appendix No.	7. Description of	8. Quantity :
	(a) Scientific Name	(I, II or III) and source	specimens (e.g.	number (head/pc),
	(b) Common Name	(please refer to attached notes)	live, skin, root)	weight (kg), etc.
	9. Country (Region) of Origin, CITES # Permit No. and Issue Date	10. Country (Region) of Previous Export, CITES # Permit No. and Issue Date		

I have read the attached notes and warning and I declare that all the particulars given above are true and correct. I understand that any licence, if issued, is valid only when all the licence conditions stipulated on the licence are fully complied with and that the specimens must be inspected by an authorized officer of the Agriculture, Fisheries and Conservation Department upon landing.

Signature of Applicant : .....

Company chop

Date : .....  
(DD/MM/YYYY)

**For official use only**

Date Received	Remarks/Additional Information	<p>Licence prepared :</p> <p>APO/IL .....</p> <p>Date : ..... (DD/MM/YYYY)</p> <p>By : .....</p>
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## Annex of Application Form (AF243) for a LICENCE TO IMPORT

Please read the attached notes before filling in this application form

No. __	5. Species of animal/plant (a) Scientific Name		6. CITES # Appendix No. (I, II or III) and source (please refer to attached notes)	7. Description of specimens (e.g. live, skin, root)	8. Quantity : number (head/pc), weight (kg), etc.
	(b) Common Name				
	9. Country (Region) of Origin, CITES # Permit No. and Issue Date	10. Country (Region) of Previous Export, CITES # Permit No. and Issue Date			
No. __	5. Species of animal/plant (a) Scientific Name		6. CITES # Appendix No. (I, II or III) and source (please refer to attached notes)	7. Description of specimens (e.g. live, skin, root)	8. Quantity : number (head/pc), weight (kg), etc.
	(b) Common Name				
	9. Country (Region) of Origin, CITES # Permit No. and Issue Date	10. Country (Region) of Previous Export, CITES # Permit No. and Issue Date			
No. __	5. Species of animal/plant (a) Scientific Name		6. CITES # Appendix No. (I, II or III) and source (please refer to attached notes)	7. Description of specimens (e.g. live, skin, root)	8. Quantity : number (head/pc), weight (kg), etc.
	(b) Common Name				
	9. Country (Region) of Origin, CITES # Permit No. and Issue Date	10. Country (Region) of Previous Export, CITES # Permit No. and Issue Date			

I have read the attached notes and warning and I declare that all the particulars given above are true and correct. I understand that any licence, if issued, is valid only when all the licence conditions stipulated on the licence are fully complied with and that the specimens must be inspected by an authorized officer of the Agriculture, Fisheries and Conservation Department upon landing.

Signature of Applicant : .....

Company chop

Date : .....  
(DD/MM/YYYY)

## Notes to Application Form of Endangered Species (LICENCE TO IMPORT)

### NOTES TO APPLICANT

- (1) Information should be written or typed in BLOCK LETTERS in English. (English, French and Spanish are CITES#s official and working languages.)
- (2) An application could be made for more than one species in each imported consignment. If more than one species, you should fill in annex to AF243 application form.
- (3) Photocopies of all supporting documents (e.g. CITES# Export Permit of previous exporting country (region)) should be submitted with the application.
- (4) Photos of the specimen(s) concerned in electronic files may be required with the application (the image must be in JPEG format, 24 bit RGB true colour image with a minimum resolution of 72 dpi; image size must be 1024 px (W) x 768 px (H) with a width-height ratio of 4:3; file size must be less than 3 MB).
- (5) This application form can also be used for applying Licence to Introduce from the sea.
- (6) Normally 2 working days will be required for processing an application. However, delays may be resulted if the application is incomplete or lacks supporting documents. A longer processing time may be required if the application involves checking with other CITES# Management Authorities or the CITES# Secretariat, or inspection of the keeping premises.
- (7) Appropriate fee will be charged for the issuance of a licence. For the latest licence fees, please refer to this department website <http://www.cites.hk/>.
- (8) Applicants should also apply for a Licence to Possess for some specimens if it is required under the Ordinance.
- (9) Application can be submitted by:
  - (a) Mail or in person to Licensing Section, Endangered Species Protection Division, Agriculture, Fisheries and Conservation Department, 5/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon, Hong Kong;
  - (b) Fax to 2376 3749; or
  - (c) Email to [applycites@afcd.gov.hk](mailto:applycites@afcd.gov.hk) .
- (10) For enquiries, please call 1823 or 2150 6973, fax to 2376 3749 or email to [hk\\_cites@afcd.gov.hk](mailto:hk_cites@afcd.gov.hk) .

### PERSONAL INFORMATION COLLECTION STATEMENT

- The Information provided by you will be used for the purposes relating to the application for CITES# licences in this department.
- The provision of personal data is voluntary. If you do not provide sufficient information, this department may not be able to process your application.
- The said information of any part thereof may be supplied by this department to other government departments, overseas CITES# Management Authorities or CITES# Secretariat for investigation or statistics purposes.
- Subject to exemptions under the Personal Data (Privacy) Ordinance, you have a right of access and correction with respect to personal data.
- Request for personal data access and correction should be addressed to Licensing Section, Endangered Species Protection Division of Agriculture, Fisheries and Conservation Department at 5th Floor, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon. Telephone: 1823 / 2150 6973. Please also quote your reference number in this department.

### WARNING

1. The issue of a licence is NOT automatic and application may be refused. Applicant SHOULD NOT import, export or possess any scheduled species unless and until a licence has been granted or exempted. Failure to observe this may lead to prosecution, fine and forfeiture of the species concerned.
2. The Director of Agriculture, Fisheries and Conservation Department may at any time cancel a licence if he is satisfied that the licence was issued as a result of false representation of any fact made by the applicant or an unlawful act of the applicant.
3. Applicants and their employees or agents must not offer an advantage as defined in the Prevention of Bribery Ordinance (Cap. 201) to the prescribed officers of that government departments in connection with their applications or while having dealings of any kind with government departments.

## Notes to Application Form of Endangered Species (LICENCE TO IMPORT)

### Codes for Purpose of Transaction

<b>B</b> Breeding in captivity or artificial propagation	<b>N</b> Reintroduction or introduction into the wild
<b>E</b> Educational	<b>P</b> Personal
<b>G</b> Botanical garden	<b>Q</b> Circus and travelling exhibition
<b>H</b> Hunting trophy	<b>S</b> Scientific
<b>L</b> Law enforcement / judicial / forensic	<b>T</b> Commercial
<b>M</b> Medical (including biomedical research)	<b>Z</b> Zoo

### Codes for Source

<b>A</b> Plants that are artificially propagated in accordance with CITES# Resolution Conf. 11.11 (Rev. CoP18), as well as parts and derivatives thereof, exported under the provisions of CITES# Article VII, paragraph 5, (specimens of species included in Appendix I that have been propagated artificially for non-commercial purposes and specimens of species included in Appendices II and III)	<b>F</b> Animals born in captivity (F1 or subsequent generations) that do not fulfil the definition of 'bred in captivity' in Resolution Conf. 10.16 (Rev.) , as well as parts and derivatives thereof
<b>C</b> Animals bred in captivity in accordance with CITES# Resolution Conf. 10.16 (Rev.) , as well as parts and derivatives thereof, exported under the provisions of CITES# Article VII, paragraph 5	<b>I</b> Confiscated or seized specimens
<b>D</b> Appendix-I animals bred in captivity for commercial purposes in operations included in the CITES# Secretariat's Register, in accordance with CITES# Resolution Conf. 12.10 (Rev. CoP15), and Appendix-I plants artificially propagated for commercial purposes, as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 4, of the Convention	<b>O</b> Pre-Convention specimens
	<b>R</b> Ranches specimens: specimen of animals reared in a controlled environment, taken as eggs or juveniles from the wild, where they would otherwise would have had a very low probability of surviving to adulthood
	<b>U</b> Source unknown ( <b>must be justified</b> )
	<b>W</b> Specimens taken from the wild
	<b>X</b> Specimens taken in "the marine environment not under the jurisdiction of any State"
	<b>Y</b> Specimens of plants that fulfil the definition for "assisted production" in Resolution Conf. 11.11 (Rev. CoP18) as well as parts and derivatives thereof