

How to Complete the Import/Export Licence for Pesticides
Under the Import and Export Ordinance (Cap. 60)

The Import/Export Licence for pesticides should be submitted in a set of 3 copies (original, duplicate, and triplicate in sequence). When filling in the licence, please refer to the guidelines below. The numbers given below refer to the corresponding numbers marked in the Import/Export Licence sample. Unless otherwise specified, the guidelines apply to both Import and Export Licences.

- (1) Name and address of Hong Kong importer/exporter
Fill in company name and address. PO Box in lieu of full address or “company A” on behalf of “company B” will not be accepted. If the pesticide is not in transshipment, the company must be an “import/supply” Pesticide Licence/Permit holder.

- (2) Name and address of foreign exporter/consignee
Fill in company name and address, and the place must be specified. If the place of the foreign exporter is different from the exporting place, or the place of the consignee is different from the destination, the wordings “By order of ”/“To order of ” must be added before the company name.

- (3) Business registration number and telephone number
Fill in valid business registration number and contact telephone number of the company.

- (4) Arrival/Departure date
Fill in the estimated arrival/departure date if the exact date is unknown. The licence application should be submitted before the estimated arrival/departure date to allow sufficient time for the application to be processed and approved.

- (5) Vessel/Flight/Vehicle No.
Fill in the mode of transport (by sea, by air or by road). Vessel name, flight number or vehicle number can be stated if available.

- (6) Marks and nos. and Container No.
Fill in the shipping marks and numbers. If there are no shipping marks and numbers, the words “no marks” should be stated.

- (7) Number of packages
Indicate the number of packages/cartons in words or numerals.

(8) Description of goods

- For import/export of all pesticides, the declared name of the pesticide (if possible), active ingredients, concentration and formulation should be stated.
- For transshipment of registered or unregistered pesticides, the active ingredients (in English) should be stated while the concentration and formulation could be optionally given.
- For transshipment of scheduled pesticides, the active ingredients (in English), concentration and formulation should be stated.
- For import/export or transshipment of scheduled pesticides used or intended to be used indoors for laboratory research, chemical analysis or as a reference standard, the quantity of the pesticide contained in individual packages or containers should be stated or a packing list should be given.
- **All the information provided in the “description of goods” column should be indicated in the through bill of lading.**

(9) No. of units

Use appropriate units to indicate the weight or volume of the goods. For import/export of pesticides, the words “Net Weight (N.W.)/Net Volume (N.V.)” should be added before the quantity of the goods. For transshipment of pesticides, the words “Gross Weight (G.W.)” should be added before the quantity of the goods.

****If more than one pesticide products are included in the consignment, items (7), (8) and (9) should be individually stated in both the licences and the through bill of lading.**

(10) For transshipment of pesticides, the following statement should be made in the blank space:

“Transshipment of cargoes from _____(exporting country) via Hong Kong to _____ (destination country) under through B/L no. _____”

(11) Importer’s declaration

Indicate whether the goods are for local consumption or re-export. Delete whichever is inappropriate. For re-export of pesticides, please state above the dotted line the place to which the goods will be subsequently re-exported.

(12) Signatory’s name

Fill in the signatory’s name in block letter.

(13) Date, signature and company chop

Indicate the application date (should be the same date as arrival at the issue counter of this department), sign and chop on the 3 copies (original, duplicate and triplicate) of the Import/Export Licence.

(14) Place of origin

Specify the place of origin of each item, that is the place where the goods are manufactured but which may not necessarily be the same as the exporting place.

(15) Place of origin country/destination country and country code (for Export Licence only)

Specify the place of origin country, destination country and their codes.

(16) Name and address of HK manufacturer/processor (for Export Licence only)

For goods manufactured in Hong Kong, the name and full address of the manufacturer/processor should be stated.

2. No erasure or correction fluid should be used on the Import/Export Licence. Errors should be clearly erased by lines. All erasures, amendments, deletions and additions should be supported by a company amendment chop. Each Import/Export Licence would allow not more than 3 amendment chops.

ARRIVAL DETAILS
貨品抵埠詳情

Importer must type in arrival details and sign that these details are true and correct before tendering licence to shipping, airline or transportation company concerned. Shipping, airline or transportation company must check typed details against Bill of Lading/Air Waybill and manifest and sign in space provided that this has been done. 進口商必須訂上貨品抵埠詳情，並須簽署確認所填報的資料是真實正確的，然後將本許可證遞交船運、航空或運輸公司。有關的船運、航空或運輸公司必須將填報的資料與提單/空運提單及艙單核對，並在下開空白處簽署證明核對妥當。

Date of Arrival 抵達日期 (a)	Name of vessel, voyage/flight No./ vehicle No. 船隻名稱，航程/班機/車輛編號 (b)	Bill of Lading/Air Waybill No. 提單/空運提單編號 (c)	Goods arriving (Show number of cases and total quantity using same unit as in overleaf) 運來貨品 (註明貨箱數目，並以背頁相同的單位註明總數量) (d)	Is there any balance to be imported after this import (State Yes or No) 是否仍有餘下貨品留待下次進口 (註明是或否) (e)	Importer's signature declaring that details given in (a) (b) (c) (d) & (e) are true and correct 進口商簽署證明 (a) (b) (c) (d) (e) 各項詳情均真實正確	Shipping, Airline or Transportation company's verification that information has been checked against B/L/AWB and manifest 船運、航空或運輸公司核實證明已將資料與提單/空運提單及艙單核對
SAMPLE						

EXPORT LICENCE Form 6 出口許可證表格六 ORIGINAL 正本

<p>1 → Exporter (Name and Address) 出口商 (名稱及地址)</p> <p>ABC CO. LTD. RM. 903, LOON KEE BLDG., 267-275 DES VOEUX RD. C., CENTRAL, H.K.</p>	<p>Date of Issue 發出日期</p> <p>Licence No. 許可證編號</p> <p>THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION Import and Export Ordinance, Cap. 60 Reserved Commodities Ordinance, Cap. 296 and any other Enactment 香港特別行政區政府 《進出口條例》(第 60 章) 《儲備商品條例》(第 296 章) 及其他成文法例</p>
<p>3 → Business Reg. No. 商業登記號碼 846001</p> <p>Tel. No. 電話號碼 2543 2425</p>	<p>Conditions of issue of this licence include the following-- 本許可證的發出條件包括以下各項：</p> <p>(i) Normally the form is to be submitted in duplicate. However for certain categories of goods, which are notified through Trade and Industry Department circulars, triplicates are required. 一般而言，本表格必須一式兩份呈交，但就工業貿易署藉通告通知的若干類貨品而言，本表格須一式三份呈交。</p> <p>(ii) Any number of items in licensable categories may be entered on this form provided all are shipped at the same time on the same vessel, aircraft or vehicle. 須領取出口許可證的不同類別貨品，如在同一時間全部由同一船隻、飛機或車輛裝運，可在本表格內一併填報，貨品數量不限。</p> <p>(iii) The original must be given to the shipping, airline or transportation company for return to the Trade and Industry Department together with the relevant manifest. 本許可證的正本須交給船運、航空或運輸公司，由該公司將本許可證連同有關艙單交回工業貿易署。</p> <p>(iv) The exporter must lodge export declarations in respect of items on this licence within 14 days of shipment. 在本許可證所開列的貨品付運後的 14 天內，出口商必須就該等貨品呈交出口報關單。</p> <p>(v) The name and address of the Hong Kong manufacturer or processor must be provided for locally produced commodities covered by this licence. 對於本許可證所開列的本地製造商品，必須提供香港製造商或加工商的名稱及地址。</p> <p>(vi) In case of re-exports, condition (v) does not apply. However, the place of origin of the items must be shown in the box provided for the purpose of this licence. 第(v)項條件不適用於轉口貨品，但必須在本許可證特備的空格內填報該等貨品的來源地方。</p> <p>(vii) This licence is valid for twenty eight days from the date of issue. 本許可證有效期為二十八天，由發出日期起計。</p> <p>(viii) HKD means Hong Kong Dollar. "HKD"指港元。</p>
<p>2 → Consignee (Name and Address) 收貨人 (名稱及地址)</p> <p>DEF FAR EAST LTD. 6300, SUNSET AVENUE, SYDNEY, AUSTRALIA</p>	
<p>4 → Departure Date 離境日期 15 MARCH 2007</p> <p>Vessel/Flight/Vehicle No. 船隻/班機/車輛編號</p> <p>5 → BY SEA / BY AIR</p>	

WARNING : All alterations must be carried out by authorised officers. Heavy penalties are provided for false declaration & information, unauthorised alterations & misuse of this licence.
警告：只有獲授權人員方可更改本許可證。凡作虛假聲明、提供虛假資料、未獲授權而更改本許可證或不當地使用本許可證者，可被重罰。

Marks and Nos., Container No. 標記及編號， 貨櫃編號	No. and Kind of Packages Brand and Model, 包裹數目及種類， 牌子及型號	DESCRIPTION OF GOODS 貨品的說明	No. of Units (e.g. kg, litre) 單位數量 (如公斤、公升)	F.O.B. Value HKD 離岸價 (以港元計)
6 → HONG KONG C/NO. 1-10 MADE IN USA	TEN (10) DRUMS	ABC BRAND PESTICIDE FLOCCUMAFEN 0.005% W/W BLOCK BAIT (BB)	N.W. 2,000 KG	\$62,000.00
8 → T/S Cargoes from _____ (Exporting Country) to _____ (Destination Country) via Hong Kong under through B/L no. _____				9 →
				10 →
				Total 總額 \$62,000.00

15 →	Destination & Code 目的地及代碼 AUSTRALIA AU	EXPORTER'S DECLARATION 出口商聲明書
14 →	Name and Address of HK Manufacturer/Processor 香港製造商/加工商名稱及地址	I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value. 本人謹此聲明：本人是本聲明書所指貨品的出口商，本聲明書中填報的資料均屬真實無訛，而且上開填報的價值為全部價值。
16 →		Signature and Date 簽署及日期
12 →		CHAN TAI MAN
13 →		Signatory's Name in Block Letters 簽署人姓名 (用正楷填寫)
17 →	Approved 已批准	Company Chop 公司印章
18 →		
19 →		
20 →		

IMPORTANT NOTE 重要事項

If there is any discrepancy between the English text and the Chinese text of this form, the English text shall be taken as conclusive.
倘本表格的中英文本有任何差異，應當以英文本為準。