

How to complete Import / Export Licence for Pesticides

Import/ Export licence for pesticides should be submitted in 3 pages by one set (original, duplicate, and triplicate in order). When filling in the licence, please refer to the guidelines below. The number given below refers to the corresponding number marked in the import / export licence sample, unless otherwise specified, the guidelines apply to both import / export licence.

(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 a 'import/supply' pesticide licence/permit holder.

(2) Name and address of foreign exporter / consignee

Fill in company name and address, the place must be specified. If the place of foreign exporter is different from exporting place or the place of consignee is different from destination place, 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 estimate arrival / departure date, if the exact date is unknown. Licence application should be submitted before the intended date of 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, by road). Vessel name, flight number or vehicle number can be stated if available.

(6) Marks and Nos., Container No.

Fill in the shipping marks and the number. If there is 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 pesticides, the declare name of the pesticide (If possible), the active ingredients, concentration and formulation should be stated. For transshipment of pesticides, the active ingredients should be stated; concentration and formulation could be optionally given. All the information shown 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 goods. For transshipment of pesticides, the words 'Gross Weight (G.W.)' should be added before the quantity of goods.

**If more than one pesticide products are found in the consignment, the item no. (7), (8), (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 cargoes from _____(Exporting Place) via Hong Kong to _____ (Destination) under through B/L no. _____"

(11) Importer's Declaration

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

(12) Signatory's name

Give the signatory's name in block letter.

(13) Date, Signature & Company chop

Indicate the application date (should be the same date as arrival to issue counter of this department), sign and chop the 3 pages (original, duplicate and triplicate) of the import /export licence.

(14) Place of Origin

Specify the place of origin for each item, that is the place where the goods are manufactured but not necessary to be the same as exporting place.

(15) Place of Origin / Destination and code (for export licence only)

Specify the place of origin, destination and their code.

(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 import / export licence. Errors should be clearly erased by lines. All the erasure, amendment, deletion and addition of information should apply a company amendment chop. Each import / export licence would only allow not more than 3 amendment chops.

(revised: 19.8.2009)

IMPORT LICENCE Form 3 進口許可證表格三 ORIGINAL 正本

Foreign Exporter (Name and Address) 外地出口商 (名稱及地址)		Date of Issue 發出日期		Licence No. 許可證編號	
XYZ CO. LTD. 1230 EAST 1 ST STREET LOS ANGELES, CALIFORNIA, 90033, U.S.A.		<div>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) 及其他成文法則</div>			
Importer (Name and Address) 進口商 (名稱及地址)		Conditions of issue of this licence include the following 本許可證的發出條件包括以下各項:			
ABC CO. LTD. RM. 903, LOON KEE BLDG., 267-275 DES VOEUX RD. C., CENTRAL,HONG KONG.		(i) Normally this form is to be submitted in triplicate. However, for certain categories of goods, which are notified through Trade and Industry Department circulars, quadruplicates are required. 一般而言, 本表格必須一式三份呈交, 但就工業貿易署藉通告通知的若干類貨品而言, 本表格須一式四份呈交。 (ii) The original of this licence shall be the only valid copy against which the goods described herein may be released by the carriers to the importer on arrival in Hong Kong unless special authority to permit release against a certified true copy is granted by the Director-General of Trade and Industry or an officer authorised by him. 本許可證的正本為承運人在本表格所說明貨品運抵香港後發放指定貨物予進口商時作為憑據的唯一有效文本, 但如工業貿易署署長或其授權人員特准憑核證真確文本發放該批貨品則除外。 (iii) This licence must be correctly endorsed by the importer with shipment arrival details (see reverse) and the importer must not take delivery of the goods until the licence has been so endorsed; the original of the licence duly endorsed must then be passed to the shipping, airline or transportation company who should check details given by the importer and return the licence to the Trade and Industry Department together with the relevant manifest. 本許可證必須由進口商正確地批署, 並填上貨品抵埠詳情 (見背頁), 進口商必須將此項批署手續方可領取貨品。本許可證的正本經批署妥當後須交給船運、航空或運輸公司, 而該公司在查核進口商所填報的詳情後, 須將本許可證連同有關輪單一併交回工業貿易署。 (iv) The importer must lodge import 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, 進口商必須就該等貨品呈交進口報關單。 (v) This licence is valid for six months from the date of issue. Extension of validity may be granted on application. 本許可證有效期為六個月, 由發出日起計。經申請後, 有效期可能獲准延長。			
Business Reg. No. 商業登記號碼		Tel. No. 電話			
2046001		2543 2425			
Estimated Date of Arrival 預計抵達日期		12 MARCH 2007			
BY AIR / BY SEA					
WARNING 警告: All alterations must be carried out by authorised officers. Heavy penalties are provided for false declaration and information, unauthorised alterations and misuse of this licence. 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利用本許可證者, 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 貨物的說明	
HONG KONG C/NO. 1-10 MADE IN USA		TEN (10) DRUMS		ABC BRAND PESTICIDE FLOCOUMAFEN 0.005% W/W BLOCK BAIT (BB)	
T/S Cargoes from _____ (Exporting Country) to _____ (Destination Country) via Hong Kong under through B/L no. _____.					
				No. of Units (e.g. kg, litre) 單位數量 (如公斤, 公升)	
				N.W. 2,000 KG	
				*C.I.F. Value HKD *到岸價 (以港元計)	
				9 \$62,000.00	
				10	
				Total 總額	
				\$62,000.00	
* C.I.F. Value HK comprises the cost of the goods to the HK importer up to the arrival in HK of the vessel, vehicle or aircraft carrying the goods, together with the amount of the insurance, freight and any other charges. HKD means Hong Kong Dollar. * 到岸價包括香港進口商截至載貨船隻、車輛或飛機抵達之時為止所付出的貨品成本 (連保險、運費及任何其他費用在內)。*HKD*指港元。		Exporting Place 出口地方		U.S.A.	
Place of Origin 來源地方		U.S.A.		IMPORTER'S DECLARATION 進口商聲明書	
1 U.S.A.				I hereby declare that I am the importer of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the goods imported shall be as described. I further declare that the goods are for (a)* local consumption (b)* re-export to CHINA	
2				本人謹此聲明: 本人是本聲明書所指貨品的進口商, 本聲明書中填報的資料均屬真實無訛, 進口貨品亦與所填報者相同, 該等貨品用作(a)*本銷 (b)*轉口往	
3				* (Delete (a) or (b) where not applicable) * 請刪去不適用的(a)或(b)項	
4				Signatory's Name in Block Letters 簽署人姓名 (用正楷填寫) CHAN TAI MAN	
5				Date, Signature & Company Chop 日期、簽署及公司印章	
		Approved 已批准		13	
		for Director-General of Trade and Industry (代行) 工業貿易署署長			

IMPORTANT NOTE 重要事項

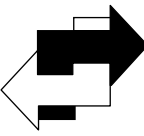
If there is any discrepancy between the English text and the Chinese text of this form, the English text shall be taken as conclusive.
倘本表格的中英文本有任何差異, 應當以英文本為準。

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

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

1	Exporter (Name and Address) 出口商 (名稱及地址) ABC CO. LTD. RM. 903, LOON KEE BLDG., 267-275 DES VOEUX RD. C., CENTRAL, H.K.			Date of Issue 發出日期		Licence No. 許可證編號			
	Business Reg. No. 商業登記號碼 846001			Tel. No. 電話號碼 2543 2425		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			
3	Consignee (Name and Address) 收貨人 (名稱及地址) DEF FAR EAST LTD. 6300, SUNSET AVENUE, SYDNEY, AUSTRALIA		Conditions of issue of this licence include the following:- 本許可證的發出條件包括以下各項： (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。 (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。 (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。 (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。 (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。 (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 on 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。 (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。 (viii) HKD means Hong Kong Dollar. "HKD"指港元。						
2	Departure Date 離境日期 15 MARCH 2007								
4	Vessel/Flight/Vehicle No. 船隻/班機/車輛編號 BY SEA / BY AIR								
5									
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。									
6	Marks and Nos., Container No. 標記及編號，貨櫃編號 HONG KONG C/NO. 1-10 MADE IN USA		No. and Kind of Packages Brand and Model, 包裹數目及種類，牌子及型號 TEN (10) DRUMS		DESCRIPTION OF GOODS 貨品的說明 ABC BRAND PESTICIDE FLOCOUMAFEN 0.005 % W/W BLOCK BAIT (BB)		No. of Units (e.g. kg, litre) 單位數量 (如公斤、公升) N.W. 2,000 KG	F.O.B. Value HKD 離岸價 (以港元計) \$62,000.00	
7									
8									
T/S Cargoes from _____(Exporting Country) to _____(Destination Country) via Hong Kong under through B/L no. _____.								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 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。				
Item No. 項目	Place of Origin 來源地方	Code of Place of Origin 來源地方代碼	Name and Address of HK Manufacturer/Processor 香港製造商/加工商名稱及地址		Signature and Date 簽署及日期				
1	U.S.A.	US	14		16				
2									
3									
4			Approved 已批准		Signatory's Name in Block Letters 簽署人姓名 (用正楷填寫) CHAN TAI MAN				
5			(代) for Director-General of Trade and Industry 工業貿易署署長		Company Chop 公司印章				
13									

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