



香港海關
CUSTOMS AND EXCISE DEPARTMENT

附錄F Appendix F

香港海關專用
For Official Use Only

收到表格日期：

Date of Receipt : _____

申請編號：

Application No.: _____

貿易單一窗口增值服務提供者 (第 II 級)
Value-Added Service Provider (Tier-II)
For Trade Single Window

更改資料 / 停止提供增值服務表格

Change of Particulars / Cessation of the Provision of VASes Form

請以正楷及黑色筆填寫本表格。填寫本表格前，請先閱讀實務指引。

Please complete this form in BLOCK LETTERS and black ink. Please read the Practice Guidelines ("the Guidelines") before completing this form.

第一部 Part I 增值服務提供者詳情 Particulars of the Value-Added Service Provider (VASP)

☐ 更改現有資料 Change of Particulars;

或 or

☐ 停止提供增值服務 Cessation of the Provision of VASes (擬定生效日期 Planned effective date: _____)
(只需填寫已登記資料 Fill in registered information only)

公司 / 機構資料		
Company/Organisation Information		
	已登記資料 Registered Information	新資料 New Information
公司／機構名稱 (英文) Name of Company/Organisation (in English)		
公司／機構名稱 (中文) Name of Company/Organisation (in Chinese)		
商業登記號碼 Business Registration No.		
商業登記地址 Address in Business Registration		
通訊地址 Correspondence Address		
電話號碼 (供公眾查詢) Telephone No. (For public enquiry)		
電郵地址 (供公眾查詢) E-mail Address (For public enquiry)		
貿易單一窗口公司 / 機構 (管理員) 帳戶資料		
Information of the TSW Company/Organisation (Administrator) Account		
	已登記資料 Registered Information	新資料 New Information
中文姓名 (先生／太太／女士) * Name in Chinese (Mr./Mrs./Ms.)*		
英文姓名 (先生／太太／女士) * Name in English (Mr./Mrs./Ms.)*		
身份證明文件編號 Identity Document No.		
職銜 Post Title		
電話號碼 Telephone No.		
電郵地址 E-mail Address		
公司 / 機構聯絡人資料 (如有)		
Information of the Contact Person of the Company/Organisation (if any)		
	已登記資料 Registered Information	新資料 New Information
中文姓名 (先生／太太／女士) * Name in Chinese (Mr./Mrs./Ms.)*		
英文姓名 (先生／太太／女士) * Name in English (Mr./Mrs./Ms.)*		
職銜 Post Title		
電話號碼 Telephone No.		
電郵地址 E-mail Address		

選擇增值服務 Selection of Value-added Services	
已登記資料 Registered Information	新資料 New Information
☐ 預報貨物資料（道路） Advance Cargo Information (Road)	☐ 預報貨物資料（道路） Advance Cargo Information (Road)
☐ 捆綁資料（道路） Bundling information (Road)	☐ 捆綁資料（道路） Bundling information (Road)
☐ 貨物艙單（空運） Cargo Manifest (Air)	☐ 貨物艙單（空運）# Cargo Manifest (Air) #
☐ 貨物艙單（海運） Cargo Manifest (Ocean)	☐ 貨物艙單（海運）# Cargo Manifest (Ocean) #
☐ 貨物艙單（鐵路） Cargo Manifest (Rail)	☐ 貨物艙單（鐵路）# Cargo Manifest (Rail) #
☐ 貨物艙單（河運—渡輪） Cargo Manifest (River – Ferry)	☐ 貨物艙單（河運—渡輪）# Cargo Manifest (River – Ferry) #
☐ 貨物艙單（河運—內河船） Cargo Manifest (River – River Trade Vessel)	☐ 貨物艙單（河運—內河船）# Cargo Manifest (River – River Trade Vessel) #
☐ 貨物艙單（道路） Cargo Manifest (Road)	☐ 貨物艙單（道路）# Cargo Manifest (Road) #
☐ 產地來源證 Certificate of Origin	☐ 產地來源證
☐ 進出口報關單 Import and Export Declaration	☐ 進出口報關單 # Import and Export Declaration#
☐ 應課稅品許可證 Permit for Dutiable Commodities	☐ 應課稅品許可證 Permit for Dutiable Commodities

* 請刪去不適用者 Please delete as appropriate

請在適當方格上加上「✓」號 Please tick in the appropriate box

如選擇提供貨物艙單／進出口報關單服務，請剔選及填寫第四部第 9 項

If you choose to provide Cargo Manifest / Import and Export Declaration service, please check the box and fill in item 9 in Part IV

公司／機構資料的證明文件 Supporting documents for the Company/Organisation's particulars	
是否有更新？（是/否）* Any update? (Y/N)*	☐ 有效商業登記證的複本 A copy of valid Business Registration Certificate
	☐ 有效公司註冊證書的複本（如適用） A copy of valid Certificate of Incorporation (if applicable)
	☐ 該處所的已加蓋釐印租約或業權紀錄的複本；或地址證明的複本，而該地址證明需發出距今不超過三個月（包括水電煤或電訊公司收費單、銀行、保險公司、政府部門發出的文件） A copy of stamped tenancy agreement or record of ownership of the premises; or a copy of address proof which is issued not more than 3 months from now (includes utility or telecommunication bills, documents issued by banks, insurance companies, government departments in Hong Kong)
	☐ 適當人選聲明表格〔附錄C〕 Fit and Proper Person Declaration Form [Appendix C]
	☐ 業務計劃書 Business Plan
	☐ 鼓勵客戶在付運前提交貨物艙單及進出口報關單的承諾書及工作計劃 Pledge and work plan to encourage clients to submit pre-shipment Cargo Manifest and TDEC
	☐ 貿易單一窗口公司／機構管理員的身份證明文件複本 A copy of the Identity Document of the TSW Company/Organisation Administrator
	☐ 服務櫃檯詳情（例如：地址、營業時間、數目） Details of service counters (e.g. address, operating hours, number)

* 請刪去不適用者 Please delete as appropriate

收集目的**Purpose of Collection**

1. 香港海關會為下列其中一個或多個目的，使用你在本表格提供的個人資料（和隨後補充/更新的資料）：
The personal data you provided in this form (as well as supplemental sheets/subsequent updates) will be used by the Customs and Excise Department for one or more of the following purposes:
 - (a) 處理／記錄申請；
Processing / recording of application;
 - (b) 執行貨物出入口管制；
Exercising import and export control of cargo;
 - (c) 偵查及防止罪案；
Detection and prevention of crime;
 - (d) 履行香港海關各種職責；及／或
Discharging various duties and functions of the Customs and Excise Department; and / or
 - (e) 便利你與香港海關的代表溝通。
Facilitating communications between you and any representative of the Customs and Excise Department.

資料披露**Disclosure of Information**

2. 你在本表格提供的個人資料（和隨後補充/更新的資料），可能會就上文第 1 段所提及的任何一個目的，或因有關資料已獲授權披露，又或因法例規定，而向受政府委託的第三方、其他政府決策局／部門或海外執法機關披露。
The personal data you provided in this form (as well as supplemental sheets/subsequent updates) may be disclosed to third-parties entrusted by the Government, other Government bureaux / departments or overseas enforcement agencies for any of the purposes mentioned in paragraph 1 above; or where such disclosure is authorised or required by law.

查閱個人資料**Access to Personal Data**

3. 根據《個人資料（私隱）條例》，你有權查閱和改正你在本表格提供的個人資料。你的查閱權利包括有權取得一份你在本表格提供的個人資料的複本。根據上述條例的條款，香港海關有權就處理任何查閱資料要求而向你徵收合理費用。
Under the Personal Data (Privacy) Ordinance, you have a right of access and correction with respect to your personal data you provided in this form. Your right of access includes the right to obtain a copy of your personal data you provided in this form. In accordance with the terms of the Ordinance, Customs and Excise Department has the right to charge a reasonable fee for the processing of any data access request.

查詢**Enquiries**

4. 如對本表格所收集的個人資料有任何查詢，包括查閱和改正資料的手續，請致函香港海關。地址如下：
Enquiries concerning the personal data collected in this form, including the making of access and correction, should be addressed to:
香港海關內務行政科
行政主任（人事）3
香港北角渣華道222號海關總部大樓31樓
Executive Officer (Personnel) 3
Office of Departmental Administration, Customs & Excise Department,
31/F, Customs Headquarters Building, 222 Java Road, North Point, Hong Kong

電話 Phone: (852) 3759 3841
傳真 Fax: (852) 3108 2305

- ☐ 1. 本人明白任何人如明知而提供虛假或誤導的資料可被檢控。
I understand that any person who knowingly furnishes any false or misleading information is liable to prosecution.
- ☐ 2. 在本表格提供的所有詳情及資料（包括附加頁）共_____頁，全屬真確。
The particulars and information given in this form (including supplementary sheets) consisting of _____page(s) are true and correct.
- ☐ 3. 本人以公司／機構管理員的身分向香港海關申請成為增值服務提供者，並特此聲明所提交的申請資料均屬真確，如有關申請資料有任何改變，不論是申請期間或獲認可成為增值服務提供者後，本人承諾會立即以電郵或書面方式通知香港海關。
I am applying with the Customs and Excise Department as a VASP in the capacity as a Company/Organisation Administrator. I declare the particulars provided by me herein are true and correct, and I undertake to notify the Customs and Excise Department by email or in writing once there is any change of particulars regarding this application, whether during the application period or after being approved as a VASP.
- ☐ 4. 本人已閱讀本表格第三部所載的「收集個人資料聲明」及第四部所載的「聲明」，以及明白當中內容。
I have read the “Personal Information Collection Statement” stated in Part III and the “Declaration” stated in Part IV of this form and understand the contents stated therein.
- ☐ 5. 本人明白及同意香港海關在有需要時，會查核本人所提交與本表格有關的所有資料。
I understand and agree that all information I submit in relation to this form will be verified by the Customs and Excise Department as required.
- ☐ 6. 本人已閱讀香港海關關長就協助有關連人士填寫本表格而發出的實務指引。
I have read the Guidelines issued by the Commissioner of Customs and Excise to facilitate the filling of this form by the related person.
- ☐ 7. 本人確認已獲得公司負責人授權提交本申請。
I confirm that the authorisation from the company’s responsible person to submit this form has been duly obtained.
- ☐ 8. 本人確認已獲得有關連人士授權使用其個人資料提交本申請，及有關連人士已知悉其個人資料會用於第三部所述用途。
I confirm that the authorisation from the related person(s) to use his/her personal information for this form has been duly obtained, and the related person(s) has/have been informed that his/her personal information will be used for the purposes stated in Part III.
- ☐ 9. 本人承諾會根據已提交的工作計劃鼓勵我們的客戶在付運前提交貨物艙單及進出口報關單，並將會每年有不少於_____ %（請填寫10%至100%，必須為10的倍數）的貨物艙單及進出口報關單屬預報性質。
I undertake to encourage our clients to submit pre-shipment Cargo Manifest and TDEC in accordance with the submitted work plan and there would be at least _____ % (please fill in from 10% to 100%, in multiples of 10) of Cargo Manifest and TDEC annual submission of a pre-shipment nature.

☐ 請在適當方格上加上「✓」號 Please tick in the appropriate box

（簽署及公司／機構印鑑）*
(Signature and Company/Organisation Chop)*

（姓名（正楷））
(Name in BLOCK LETTERS)

（身份證明文件編號）
(Identity Document No.)

（在公司／機構擔任的職位）*
(Position in Company/Organisation)*

（聯絡電話號碼）
(Contact Telephone No.)

（日期）
(Date)

* 請刪去不適用者 Please delete as appropriate

重要事項：	如所需資料及證明文件不齊全，或不足以讓香港海關評估該申請，申請人會被要求補交或修訂相關資料及證明文件。申請人須於五個星期內（由香港海關通知申請人之日起計）按照香港海關的指示辦理。如申請人未能使香港海關信納其已遵從有關指示，香港海關可拒絕該申請，並會通知申請人。
Important Notes:	If the required information and supporting documents are incomplete or are otherwise insufficient for C&ED to assess the application, the applicant will be requested to provide supplementary or revised information and supporting documents. The applicant is required to comply with C&ED’s instructions within five weeks from the date on which C&ED informed the applicant. If the applicant fails to do so to the satisfaction of C&ED, the application may be refused by C&ED and the applicant will be informed accordingly.

公司／機構代表應以下列其中一種方法遞交表格及證明文件：

The representative of Company/Organisation should submit the form and supporting documents by one of the following means:

	<u>地址</u>	<u>辦公時間</u>	
	<u>Address</u>	<u>Office hours</u>	
親身遞交 In person	香港北角渣華道222號海關總部大樓3樓貿易單一窗口科 Office of Trade Single Window Operation, 3/F, Customs Headquarters Building, 222 Java Road, North Point, Hong Kong	星期一至星期五 (星期六及公眾假期除外)	上午 8:45 至 下午 12:30 下午 1:30 至 下午 5:30
郵寄 By post	貿易單一窗口科 香港北角渣華道222號海關總部大樓3樓306室 Office of Trade Single Window Operation Room 306, 3/F, Customs Headquarters Building, 222 Java Road, North Point, Hong Kong	Monday to Friday (Except Saturday and Public Holidays)	8:45 a.m. to 12:30 p.m. 1:30 p.m. to 5:30 p.m.
電郵 By Email	vasp@tradesinglewindow.hk		
一般查詢 General Enquiry	熱線 Hotline: (852) 2117 3348 電郵 Email: enquiry@tradesinglewindow.hk		