



香港海關
CUSTOMS AND EXCISE DEPARTMENT

適當人選聲明表格
Fit and Proper Person Declaration Form

附錄C Appendix C

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.: _____

(適用於貿易單一窗口增值服務提供者(第II級)的申請)
(For the application of Value-Added Service Provider (Tier-II)
for Trade Single Window)

請用正楷及黑色筆填寫表格。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

與本聲明表格有關連的申請人的一般資料

General Information of the Applicant connected to this Declaration Form

申請人的*公司 / 機構名稱 Name of the Applicant's *Company/Organisation	
#商業登記號碼 #Business Registration No.	
申請人的中文姓名 (*先生 / 太太 / 女士) Applicant name in Chinese (* Mr./Mrs./Ms.)	
申請人的英文姓名 (*先生 / 太太 / 女士) Applicant name in English (* Mr./Mrs./Ms.)	
#身份證明文件編號 (*香港身份證 / 旅遊證件號碼) #Identity Document No. (* HKID / Travel Document No.)	

第二部 Part II

申請人公司／機構的有關連人士¹的詳情

Particulars of the related person(s)¹ of the applicant's company/organisation

有關連人士（個人）名稱（英文） Name of related person (individual in English)	
有關連人士（個人）名稱（中文） Name of related person (individual in Chinese)	
#身份證明文件編號（*香港身份證／旅遊證件號碼） #Identity document No. (*HKID / Travel Document No.)	

有關連人士（*公司／機構／法團）名稱（英文） Name of related person (*Company / Organisation / Corporation in English)									
有關連人士（*公司／機構／法團）名稱（中文） Name of related person (*Company / Organisation / Corporation in Chinese)									
#商業登記號碼 #Business Registration No.									
屆滿日期（日／月／年） Date of Expiry	<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		
#公司註冊編號 #Company Registration No.									
成立日期（日／月／年） Date of Incorporation	<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		
成立地點 Place of Incorporation									

備註： 如所提供的空位不敷應用，請影印該頁，以填寫所需資料。

Remarks: If the space provided is insufficient, please make a photocopy of this page for filling in all the required information.

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聲明表格的第二部及第三部的所有資料。

I understand and agree that all information I submit in Part II and III of this Declaration Form will be verified by the Customs and Excise Department as required.

（有關連人士的簽署及公司／機構印鑑）*
(Signature of the related person
and Company/Organisation Chop)*

（有關連人士姓名（正楷））
(The related person Name
in BLOCK LETTERS)

（有關連人士證明文件編號）
(The related person Identity
Document No.)

（在有關連人士公司／機構擔任的職位）*
(Position in the related person's Company/Organisation)*

（有關連人士聯絡電話號碼）
(The related person Contact
Telephone No.)

（日期）
(Date)

¹ 實務指引中有關連人士指下列任何一類人士：

- (a) 直接或間接實益擁有申請人公司已發行股本百分之五十（50%）或以上的股東（公司或個人）（「大股東」）；
- (b) 申請人公司的控股公司或附屬公司；
- (c) 申請人公司的大股東的控股公司或附屬公司；
- (d) 申請人公司的大股東（以個人身分）直接或間接實益擁有百分之五十（50%）或以上已發行股本或能控制董事局成員組合的公司；或
- (e) 申請人公司的董事。

The “related person(s)” in the Guidelines refers to any one of the following:

- (a) a shareholder (corporate or individual) which directly or indirectly beneficially owns fifty (50) per cent or more of the issued share capital of the applicant's company (“majority shareholder”);
- (b) a holding company or a subsidiary of the applicant's company;
- (c) a holding company or a subsidiary of a majority shareholder of the applicant's company;
- (d) a company in which a majority shareholder (being an individual) of the applicant's company directly or indirectly beneficially owns fifty (50) per cent or more of its issued share capital or controls the composition of its board of directors; or
- (e) a director of the applicant's company.

* 請刪去不適用者 * Please delete as appropriate

2

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

請提供證明文件副本 # Please provide a copy of the document proof

1. (a) 申請人 / 申請人公司 / 機構 / 任何有關連人士有否在香港或其他地方就任何罪行被定罪？
Has the applicant / applicant's company / organisation / any related person(s) ever been convicted of any offence in Hong Kong or elsewhere?
- ☐ 有 Yes ☐ 沒有 No
- (b) 如問題 1(a) 的答案是「有」，請提供以下資料（有需要時可用另紙填寫）：
If the answer to 1(a) is 'Yes', please give the following details (Use additional sheets when necessary):
- (i) 申請人 / 申請人公司 / 機構 / 有關連人士名稱：
Name of applicant / applicant's company / organisation / related person: _____
- (ii) 所犯罪行：
The offence: _____
- (iii) 曾施加的刑罰（如有的話）：
Penalty imposed (if any): _____
- (iv) 定罪日期：
Date of conviction: _____
- (v) 定罪地方：
Place of conviction: _____
- (vi) 審訊該罪行的法院名稱：
Name of the court which tried the offence: _____
2. (a) 申請人公司 / 機構 / 任何有關連人士（如屬法人團體）是否正在清盤中？
Is the applicant's company / organisation / any related person(s), being a body corporate, in liquidation?
☐ 有 Yes [請回答 2(e)] [Please answer 2(e)]
☐ 否 No
- (b) 申請人公司 / 機構 / 任何有關連人士（如屬法人團體）是否任何清盤令對象？
Is the applicant's company / organisation / any related person(s), being a body corporate, the subject of a winding up order?
☐ 有 Yes [請回答 2(e)] [Please answer 2(e)]
☐ 否 No
- (c) 申請人 / 任何有關連人士（如屬個人）是否未獲解除破產的破產人 / 任何破產程序對象？
Is the applicant / any related person(s), being an individual, an undischarged bankrupt / the subject of any bankruptcy proceedings?
☐ 有 Yes [請回答 2(e)] [Please answer 2(e)]
☐ 否 No
- (d) 有否就申請人公司 / 機構 / 任何有關連人士（如屬法人團體）委任接管人？
Is there a receiver appointed in relation to the applicant's company / organisation / any related person(s) being a body corporate?
☐ 有 Yes [請回答 2(e)] [Please answer 2(e)]
☐ 否 No
- (e) 請提供詳情：
Please provide the details:
- (i) 個案編號：
Case No.: _____
- (ii) 呈請書 / 清盤 / 破產令的日期：
Date of service of the petition / winding-up order / bankruptcy order: _____
- (iii) 呈請書所提交 / 頒布清盤 / 破產令的法院名稱：
Name of the court where the petition was presented / winding-up order / bankruptcy order was made: _____
- (iv) 呈請書所提交 / 破產的地方：
Place of the petition presented / bankruptcy: _____

備註： 如問題 2(a), 2(b), 2(c) 或 2(d) 任何一項的答案是「有」，請回答 2(e)。如所提供的空位不敷應用，請影印該頁，以填寫所需資料。
Remarks: If the answer to any of 2(a), 2(b), 2(c) or 2(d) is "Yes", please complete 2(e) above. If the space provided is insufficient, please make a photocopy of this page for filling in all the required information.

（有關連人士的簽署及公司／機構印鑑）*
(Signature of the related person
and Company/Organisation Chop)*

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.
2. 申請人必須提供本表格所要求的個人資料。若你未能提供足夠的資料用作登記，你的申請將不獲考慮。
It is obligatory for the applicant to supply the personal data as required by this form. If you do not provide sufficient information for application, your application will not be considered.

資料披露

Disclosure of Information

3. 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

4. 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

5. 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

本人謹此聲明：

I declare that:

- (a) 在本聲明表格內提供的所有資料（包括附加頁）共__頁，全屬完整、真實及正確無誤，如有關申請資料有任何改變，本人承諾會立即以電郵或書面方式通知香港海關。
The information given in this Declaration Form (including supplementary sheets) consisting of __page(s) is 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.
- (b) 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.
- (c) 本人、公司負責人及所有有關連人士明白及同意香港海關在有需要時，會查核本人所提交與本聲明表格有關的所有資料。
I, the company's responsible person and all related person(s) understand and agree that all information I submit in relation to this Declaration Form will be verified by the Customs and Excise Department as required.
- (d) 本人確認已獲得公司負責人及所有有關連人士授權提交本申請。
I confirm that the authorisation from the company's responsible person and all related person(s) to submit this application has been duly obtained.
- (e) 本人確認已獲得所有有關連人士授權使用其個人資料提交本申請，及所有有關連人士已知悉其個人資料會用於第四部所述用途。
I confirm that the authorisation from all related person(s) to provide his/her personal information for this application has been duly obtained, and all related person(s) has/have been informed that his/her personal information collected will be used for the purposes stated in Part IV.

（申請人的簽署及公司／機構印鑑）*
(Signature of the Applicant
and Company/Organisation Chop)*

（申請人姓名（正楷））
(Applicant Name in
BLOCK LETTERS)

（申請人身份證明文件編號）
(Applicant Identity Document No.)

（在申請人公司／機構擔任的職位）*
(Position in the Applicant's Company/Organisation)*

（申請人聯絡電話號碼）
(Applicant Contact Telephone No.)

（日期）
(Date)

* 請刪去不適用者 Please delete as appropriate