

**香 港 海 關**  
**CUSTOMS AND EXCISE DEPARTMENT**  
**HONG KONG**  
**化學品管制條例 (香港法例第 145 章)**  
**Control of Chemicals Ordinance, Chapter 145**  
**牌 照 申 請 書**

**Application for Licence**

**第一部份 公司資料 (請參閱附註 1 及 2) Part I Particulars of Company (See Notes 1 and 2)**

申請書號碼

Application No.

名稱 Name (中文 in Chinese)  (英文 in English)	類別 Status * 獨資經營 Proprietorship / 合夥經營 Partnership / 註冊公司 Incorporation
營業地址 Business Address (中文 in Chinese)  (英文 in English)	與公司地址之關係 Tenure Status * 業主 Landlord / 租客 Tenant
	電話號碼 Telephone No.  傳真號碼 Fax No.
營業項目 Business being conducted	商業登記號碼 Business Registration No.
電郵地址 Email Address	

**第二部份 申請人資料 (請參閱附註 1, 3 及 4) Part II Particulars of Applicant (See Notes 1, 3 and 4)**

姓名 (請用正楷填寫 · 姓氏先行) Name (in Block letters, Surname first) * 先生 Mr. (中文 in Chinese) 夫人 Mrs. 小姐 Miss ( )		
出生日期 Date of Birth	身份證號碼 Hong Kong Identity Card No.	擔任職位 Position in Company
住址 Residential Address (中文 in Chinese)  (英文 in English)		電話號碼 Telephone No.  辦公室 Office.  住址 Residential
電郵地址 Email Address		

**第三部份 認可事項 (請參閱附註 5) Part III Endorsement (See Note 5)**

申請認可事項種類 Types of endorsement applied (選擇適用者 Tick as appropriate)				
L1 <input type="checkbox"/>	L2 <input type="checkbox"/>	L3 <input type="checkbox"/>	L4 <input type="checkbox"/>	L5 <input type="checkbox"/>
L6 <input type="checkbox"/>	L7 <input type="checkbox"/>	L8 <input type="checkbox"/>	L9 <input type="checkbox"/>	
經營的受管制化學品 Controlled Chemicals in Business				
貯存地點 Place of Storage (中文 in Chinese)  (英文 in English)			製造地點 (適用於 L1 及 L2) Place of Manufacture (for L1 and L2)	
製成品的項目及其用途 Description and Purpose of Manufactured Products				

#### 第四部份 聲明 Part IV Declaration

本人現聲明上述各項資料皆屬確實無訛。本人保證遵守一切有關海關關長在發牌照時所規定的條件及在更改任何上述資料時必須在 48 小時內以書面通知海關關長。

I hereby declare that the above details I have given are true and correct. I undertake to abide by all conditions laid down by the Commissioner of Customs & Excise for the issue of the licence and to inform in writing the Commissioner of any change in information given by me within 48 hours of such change.

簽署 : \_\_\_\_\_

Signature

日期 : \_\_\_\_\_

Date

公司印章 Company Chop

#### 附註 Notes

- (1) 所填報資料須具文件證明，如香港身份證，商業登記證，公司註冊證書，公司董事登記等，有關副本須一併遞交。  
All particulars declared should be supported by documents, e.g. Hong Kong Identity Card, Business Registration Certificate, Certificate of Incorporation, Registration of Directors, etc., and copies of which should be attached.
- (2) 說明與公司營業地址之關係，樓宇業權證明之副本或租約副本須一併遞交。  
State the tenure status of the business address, photocopies of the proof of ownership of the premises or tenancy agreement, as appropriate, should be attached.
- (3) 申請人須為公司東主或合夥人，或其以書面委任之負責人。如屬有限公司，申請人須為公司董事，或為董事局以書面授權之人。  
The applicant must be the proprietor or partner of the company, or a responsible person appointed in writing by the proprietor or partner of the company. For a limited company, the applicant should be a director of the company, or a person authorized in writing by the Board of Directors.
- (4) 申請人須為香港居民。  
The applicant must be a resident of Hong Kong.
- (5) 認可事項的種類：Types of Endorsements

准予製造附表一物質	L1 - Licensed to manufacture substances specified in Schedule 1
准予製造附表二物質	L2 - Licensed to manufacture substances specified in Schedule 2
准予進口附表一物質	L3 - Licensed to import substances specified in Schedule 1
准予進口附表二物質	L4 - Licensed to import substances specified in Schedule 2
准予出口附表一物質	L5 - Licensed to export substances specified in Schedule 1
准予出口附表二物質	L6 - Licensed to export substances specified in Schedule 2
准予出口附表三物質	L7 - Licensed to export substances specified in Schedule 3
准予管有附表一物質	L8 - Licensed to possess substances specified in Schedule 1
准予供應或處理附表一物質	L9 - Licensed to supply or deal in or with substances specified in Schedule 1

交回申請書地點

Place of Submission

申請人可親自交回或以掛號信寄回： You can submit your application in person or by registered post to：

香港海關 化學品管制課  
牌照組及聯絡小組

香港北角渣華道二百二十二號  
海關總部大樓三字樓

Licensing and Liaison Unit,  
Controlled Chemicals Group,  
Customs and Excise Department,  
3/F., Customs Headquarters Building,  
222 Java Road, North Point, Hong Kong.

**List of Documents to be provided by Applicant for**  
**Licence Application/Renewal of Licence/Change of Particulars of Licence**  
**Under the Control of Chemicals Ordinance, Chapter 145**

(1) General Requirements

- Copy of HKID
- Applicant's recent photograph
- Photograph of premises  
(Exterior, with name of company/educational institute & interior, storage places, if any)
- Copy of Manufacturer's Licence under the Dangerous Drugs Ordinance, if any
- Copy of Wholesales Poisons Licence, if any
- Copy of Permit under the Antibiotics Ordinance, if any
- Copy of old licence issued under the Control of Chemicals Ordinance  
(for renewal/change of particulars of licence)

(2) Supplementary requirements – for business sector

- Copy of Business Registration Certificate (valid)
- Copy of Certificate of Incorporation
- Copy of Certificate of Registration of Overseas Company
- Copy of Registration of an Overseas Company in Hong Kong (Form 1)/Annual Return (Form ARF1), etc
- Authorization of Local Representative
- Copy of Registration of Director (Form X/Annual Return (Form VII), etc)
- Copy of proof of proprietorship/partnership (Form 1(a)/Form 1(c))
- Copy of proof of landlord (assignment/landsearch/certification letter from bank/solicitor firm/auditor), if business premises are owned
- Copy of tenancy agreement (stamped-duty paid), if business premises are rented
- Letter from tenant (agreement of sub-letting the premises to applying company)
- Letter from landlord (permission for sub-letting)
- Letter from the Board of Directors/the Proprietor/the partner/Authorized Local Representative of a company to appoint the applicant as a licensee
- Letter from the applicant to accept the appointment as a licensee

(3) Supplementary requirements – for educational sector

- Copy of Certificate of Registration of School
- Copy of list of members of School Management Committee
- Copy of list of University Council
- Copy of Educational Institute Ordinance
- Letter from the Supervisor of Educational Institute to appoint the applicant as licensee
- Letter from the applicant to accept the appointment as a licensee

***Please attach relevant copies of the above documents (to be stamped with your company's/institute's chop) to your application form when making application. Our officers will inspect the copies against the originals upon their visit to your company/institute***

**根據香港法例第 145 章化學品管制條例**  
**申請牌照/續牌/更改牌照上資料的人士所需提供的文件**

(1) 一般規定

- 香港身份證副本
- 申請人近照一張
- 樓宇的照片(外部連公司/院校名稱及內部和貯存地方(如有))
- 根據危險藥物條例發出的製造商牌照(如有)
- 毒藥批發牌照副本(如有)
- 根據抗生素條例發出的許可證副本(如有)
- 根據化學品管制條例發出的舊牌照副本(申請續牌/更改牌照上資料的人士)

(2) 附加規定 – 商業機構

- 有效的商業登記證副本
- 公司註冊證書副本
- 海外公司登記證書副本
- 海外公司在港登記/周年報表等副本
- 本地代表授權書
- 董事登記(周年報表等)副本
- 東主所有權/合夥證明(表格 1(a)/表格 1(c))副本
- 業主證明(轉讓契約/土地查冊紀錄/由銀行/律師樓/核數師發出的證明信件)副本(如該商業樓宇為自置物業)
- 已繳付印花稅的租約(如該樓宇為租用的)
- 由租客發出的信件(同意將樓宇分租予提出申請的公司)
- 由業主發出的信件(准許分租)
- 公司董事局/東主/合夥人/獲授權的本地代表委任申請人為持牌人的信件
- 申請人接受委任為持牌人的信件

(3) 附加規定 – 教育機構

- 學校註冊證明書副本
- 校董會成員名單副本
- 大學的校務委員會成員名單副本
- 院校的條例副本
- 院校校監委任申請人為持牌人的信件
- 申請人接受委任為持牌人的信件

請隨申請表提交上述有關文件副本(蓋上 貴公司/院校印章)。當本署人員前往 貴公司/院校視察時，會檢核所提交文件的正本。

2001 年 11 月修訂版

## **Personal Information Collection Statement**

### **Purpose of Collection**

1. The personal data provided in this form as well as any updates of them will be used by the Customs and Excise Department (the Department) for one or more of the following purposes :

- (a) discharging various duties and functions of the Customs & Excise Department;
- (b) enforcing the powers conferred upon the members of the Department by laws; and/or
- (c) facilitating communications among staff members of the Department, other Government departments/bureaux and yourself for processing of the application.

2. Matching procedure within the meaning of the Personal Data (Privacy) Ordinance (the Ordinance) may be employed to facilitate the processing of the data for the above mentioned purposes. Matching procedure means the comparison of personal data provided by the applicant with the existing records (e.g. conviction record) kept by the department, other departments/organizations to ensure that the applicant is satisfied with the requirements of the application.

3. It is obligatory for you to supply the personal data as required by this form. If you do not provide sufficient information, we may not be able to process your application.

### **Classes of Transferees**

4. The personal data your provided in this form as well as any updates of them may be disclosed to other Government departments/bureaux or organizations for the purposes mentioned in paragraph 1 above; or where such disclosure is authorized or required by law.

### **Access to Personal Data**

5. You have a right of access and correction with respect to your personal data as provided for in the Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this form. In accordance with the terms of the Ordinance, we have the right to charge a reasonable fee for the processing of any data access request.

### **Enquiries**

6. Enquiries concerning the personal data collected by this form, including the making of access and correction, should be addressed to :

Departmental Secretary,  
Office of Departmental Administration,  
Customs and Excise Department,  
31/F, Customs Headquarters Building, 222 Java Road, North Point, Hong Kong

## 收集個人資料的聲明

### 收集目的

1. 經由本表格向香港海關提供的個人資料及其後的資料更新，將會用於以下一項或多項用途:-
  - (a) 執行香港海關的工作;
  - (b) 執行法例賦予海關人員的權力;及/或
  - (c) 就處理是項申請，方便與你以及海關各部門人員及其他政府部門之間的聯絡。
2. 為方便資料處理以達致上述目的，所收集的資料可能會根據個人資料(私隱)條例所訂進行核對程序。核對程序指海關會根據申請人提供的個人資料與本部門，其他政府部門及機構的資料(例如犯罪紀錄)核對，以確保申請人合乎資格。
3. 你必須提供本表格所要求的個人資料。假如你未能提供充分資料，我們可能無法處理你的申請。

### 資料轉介

4. 在申請表所提供及其後更新的個人資料，可能會交給其他政府部門及機構，以達致上文第一段所載的目的：或給予法例授權可接收的其他人士。

### 查閱個人資料

5. 根據個人資料（私隱）條例，你有權查閱及更改你的個人資料。查閱的權利包括索取此表格內填報的個人資料的副本。根據條例的條款，海關有權就處理任可查閱資料的要求收取合理費用。

### 查詢

6. 如欲查詢本表格所收集的個人資料，包括查閱及更改資料，請聯絡：

香港香港北角渣華道 222 號  
海關總部大樓 31 樓  
香港海關內務行政科  
內務秘書

\* To be incorporated in the application form

**Declaration**

**聲明**

I understand that matching procedure(s) in respect of my personal data may be conducted by the Customs and Excise Department in the manner as described in this form. I agree / disagree\* to the conducting of the relevant matching procedure.

我明白海關可能會根據本表格所述就我的個人資料進行核對程序。我同意 / 不同意\* 海關進行有關核對程序。

Signed \_\_\_\_\_ Name \_\_\_\_\_  
簽署 姓名

\* Delete as appropriate

請刪去不適用者