



香港海關
CUSTOMS AND EXCISE DEPARTMENT

香港認可經濟營運商計劃申請表
Application Form for Hong Kong
Authorized Economic Operator (AEO) Programme



第 I 部 一般資料
Part I General Information

1.	申請證書類別 Type of AEO Certificate Applied
	<input type="checkbox"/> 第一級 Tier 1 <input type="checkbox"/> 第二級 Tier 2

第 II 部 公司資料
Part II Company's Information

2.	公司名稱 Company Name	
	中文 (In Chinese) :	
	英文 (In English) :	
3.	公司註冊 (有限公司適用) Registration of Company (for limited company)	
	公司註冊處公司編號 Companies Registry Company No. :	
4.	商業登記 Business Registration	
	商業登記證號碼 Business Registration Certificate No. :	
	分行登記證號碼 Branch Registration Certificate No(s). :	
5.	營業地點 Place(s) of Business	
	辦事處 Office(s) :	
	貨倉 Warehouse(s) :	
	廠房 Manufacturing Plant(s) :	
	(倘空位不敷應用請另行加紙填寫 Please use a separate sheet of paper if there is not enough space)	

見附註 1
See Note 1

見附註 2
See Note 2

見附註 3
See Note 3

第 II 部 公司資料 (續)
Part II Company's Information (Cont'd)

見附註 4
See Note 4

6.	業務範圍 Line of Business						
	(請列出所有主要商業活動 Please list all principal activities)						
<input type="checkbox"/> 製造商 Manufacturer		<input type="checkbox"/> 進口商 Importer		<input type="checkbox"/> 出口商 Exporter		<input type="checkbox"/> 貨倉營運商 Warehouse Operator	
<input type="checkbox"/> 貨運代理 Freight Forwarder		<input type="checkbox"/> 貨運站營運商 Terminal Operator		<input type="checkbox"/> 承運商 Carrier		<input type="checkbox"/> 其他 Others _____	
(可選擇多於一項 You may choose more than 1 item)							

見附註 5
See Note 5

7.	僱員數目 Number of Employees			
	全職員工人數: No. of Full-time Employee		兼職 / 臨時員工人數: No. of Part-time/Casual Staff	

見附註 6
See Note 6

8.	董事姓名 Name(s) of Directors			
	中文姓名 :		Name in English :	
	中文姓名 :		Name in English :	
	中文姓名 :		Name in English :	
(倘空位不敷應用請另行加紙填寫 Please use a separate sheet of paper if there is not enough space)				

9.	公司通訊地址 Correspondence Address of the Company

見附註 7
See Note 7

10.	認可經濟營運商計劃公司聯絡人 Company Contact Person for AEO Programme			
	指定聯絡人 Designated Contact	姓名 Name :		
職位 Designation :				
電話 Phone No. :				
電郵 Email :				
其他聯絡人 Other Contact(s)	姓名 Name :			
	職位 Designation :			
	電話 Phone No. :			
	電郵 Email :			
(倘空位不敷應用請另行加紙填寫 Please use a separate sheet of paper if there is not enough space)				

第 III 部 申請文件
Part III Application Documents

11.	申請文件 Application Documents
	<p>請隨申請書提交以下文件: Please attach the following documents:</p> <ul style="list-style-type: none"><input type="checkbox"/> 公司註冊 / 更改名稱證書 Copy of Certificate of Incorporation / on Change of Name<input type="checkbox"/> 公司註冊處周年申報表 Annual Return to Company Registry (NAR1)<input type="checkbox"/> 商業登記證副本 Copy of Business Registration Certificate<input type="checkbox"/> 分行登記證副本 Copy of Branch Registration Certificate(s)<input type="checkbox"/> 公司組織圖 Organization Chart of the company<input type="checkbox"/> 場所平面圖 Site Plan(s)<input type="checkbox"/> 供應鏈程序圖 Process Map of Supply Chain(s)<input type="checkbox"/> 過去兩年經審核財務報表 Audited Financial statements of the last two years<input type="checkbox"/> 自我評估問卷及相關文件 Self-assessment Questionnaire and supporting documents

第 IV 部 查詢香港認可經濟營運商計劃
Part IV Enquiries on Hong Kong AEO Programme

地址 Address : 香港海關 貿易關係及公共傳訊科
香港北角 渣華道 222 號 海關總部大樓 32 樓 3219 室
Customs and Excise Department
Office of Trade Relations and Public
Communication
Room 3219, 32/F
Customs Headquarters Building
222 Java Road, North Point
Hong Kong

電話號碼 Telephone : (852) 3759 2153
(星期一至五上午九時至下午六時(公眾假期除外))
(Monday to Friday 9:00 am to 6:00 pm (except public holidays))

電郵地址 E-mail : aeo@customs.gov.hk

第 V 部 聲明
Part V Declaration

本人謹此聲明，在本申請書及隨申請書附上的所有文件載列的資料，均屬真確無訛。

I hereby declare that all the information given in this application and in all documents submitted herewith is true and accurate.

在提交本申請書以申請參加香港認可經濟營運商計劃時，本人確認明白及接納下列條款及條件：

By tendering this application form for joining the Hong Kong Authorized Economic Operator (HK AEO) Programme, I acknowledge my understanding and acceptance of the following terms and conditions:

- 按照香港認可經濟營運商計劃指引（本指引），對本人公司的簡介、內部政策、運作程序及 / 或其他保安及安全措施進行自我評估；
To conduct self-assessment of my company's profile, internal policies, operating processes and/or other security and safety measures against the requirements stated in the Guidelines on HK AEO Programme (Guidelines);
- 將自我評估的結果記錄，以查核是否已符合本指引的規定，及 / 或根據本人公司的業務模式，以評定供應鏈所存在的風險；
To document the assessment findings for verifying compliance with the Guidelines and/or determining risk in my company's supply chain based upon its business model;
- 在是項申請中，向香港海關（海關）提交填妥的申請表、自我評估問卷，及本指引內列明的證明文件；
To provide in the application the completed application form, self-assessment questionnaire, and supporting documents as specified in the Guidelines to the Customs and Excise Department (C&ED);
- 若申請表及其他文件內所申報的資料有任何更改，應在審核文件 / 實地評審進行前或其間立即通知海關；
To inform C&ED immediately of any change in the particulars declared on this application form and in all submitted documents any time before the starting of or during the documentary check(s) / on-site validation(s);
- 在海關進行文件審核 / 於本人公司營運場所內實地評審時，提供足夠及合理的協助；以及
To offer adequate and reasonable assistance to C&ED on documentary check(s) / on-site validation(s) at my company's operating premises; and
- 在獲得認證後，讓海關在其網頁內公布本人公司名稱。
To allow C&ED to publish on its homepage the name of my company once accredited.

本人已閱讀及明白本申請表內的「個人資料收集聲明」。

I have read and understood the "Personal Information Collection Statement" stated in this application form.

本人明白及同意香港海關在有需要時，查核本人所提交與本申請有關的所有資料。

I understand and agree that all information I submit in relation to this application will be verified by the C&ED as required.

()

簽署 Signature *
(姓名全寫 Full Name)

職位 Position in Company

公司蓋章 Company Chop

日期 Date

* 除獨資經營或合夥經營外，本申請書的簽署人須獲得其公司董事的書面授權，才可提出是項申請，並代表公司行事。
Except for sole proprietorship or partnership, the person who signs this application shall have a written authorization from a director of the company to make this application and act on behalf of the company.

香港認可經濟營運商計劃申請表須知
Notes for Guidance on Application for
Hong Kong Authorized Economic Operator (AEO) Programme

- 附註 1 – 有限公司請提供「公司註冊證書」及「公司更改名稱註冊證書」(如有)副本。
Note For limited company, please provide a copy of your Certificate of Incorporation and Certificate of Incorporation on Change of Name (*if any*).
- 附註 2 – 請提供「商業登記證」及「分行登記證」副本。
Note Please provide a copy of your Business Registration Certificate and Branch Registration Certificate(s).
- 附註 3 – 請提供營業地點的場所平面圖。
Note Please provide site plan(s) of your place(s) of business.
- 附註 4 – 請提供公司供應鏈的程序圖。
Note Please provide a process map of your supply chain(s).
- 附註 5 – 請提供具體的組織圖以展示公司的人員配置。
Note Please provide a detailed organization chart showing the deployment of staff in your company.
- 附註 6 – 有限公司請提供最近期的公司註冊處周年申報表。
Note For limited company, please provide your latest Annual Return to Company Registry (NAR1).
- 附註 7 – 請指定合適人員負責認可經濟營運商認證及後繼合作的聯絡工作。指定聯絡人需獲公司獨資經營者 / 合夥人 / 董事授權以代表公司向「認可經濟營運商計劃」提交資料。公司可同時委派其他聯絡人協助有關合作。
Note Please appoint a designated officer as the point of contact for AEO accreditation and subsequent on-going co-operations. This designated officer shall be authorized by the owner / partner / director of the company to represent the company in the HK AEO Programme. You may also assign other contact persons to assist in the co-operations under this Programme.

個人資料收集聲明

Personal Information Collection Statement

收集資料的目的

Purpose of Collection

1. 香港海關會將本申請表所提供的個人資料，用作下列一項或多項用途：
The personal data provided in this form will be used by the Customs and Excise Department for one or more of the following purposes:
 - 考慮及處理香港認可經濟營運商計劃的申請；
Considering and processing applications for the Hong Kong Authorized Economic Operator Programme;
 - 執行香港海關各項職務及職能；
Discharging various duties and functions of the Customs and Excise Department;
 - 利便你 / 貴公司與香港海關職員溝通；以及
Facilitating communications between you / your company and staff members of the Customs and Excise Department; and
 - 利便按照香港認可經濟營運商計劃指引及世界海關組織保障及便利國際貿易標準框架的條文，與海外的海關當局進行認可經濟營運商的相互認可協議及其後的相關安排。
Facilitating mutual recognition of the Authorized Economic Operator status and subsequently related arrangements with overseas Customs Administrations as provided in the Guidelines on Hong Kong Authorized Economic Operator Programme and the World Customs Organization Framework of Standards to Secure and Facilitate Global Trade.
2. 在本申請表提供不完整或不準確的資料可能會影響本部門對有關申請的考慮和處理，並且可能導致申請被延遲處理或否決。
Incomplete or inaccurate information provided in the form may affect our consideration and processing of the application, and may result in the application being deferred or rejected.

接受轉交資料的機構類別

Classes of Transferees

3. 為執行上文第 1 段所述目的，或當法律予以授權或規定須作出披露時，在本申請表所提供的個人資料或會向其他政府決策局及部門 / 執法機構披露。
The personal data provided in this form may be disclosed to other Government bureaux and departments / enforcement agencies for the purposes mentioned in paragraph 1 above; or where such disclosure is authorized or required by law.

查閱及改正個人資料

Access to and Correction of Personal Data

4. 根據《個人資料（私隱）條例》，你有權查閱及改正你的個人資料。你的查閱權利包括有權獲得本申請表內你的個人資料的副本。根據有關條例的條款，本部門可以就處理你提出查閱資料的要求，向你收取合理費用。
Under the Personal Data (Privacy) Ordinance, you have a right of access to and correction of your personal data. 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.
5. 有關查閱本申請表的個人資料，包括查閱或改正資料，可向下列人員提出：
Enquiries concerning the personal data collected by this form, including the request for access to and correction of personal data, should be addressed to:

Mail: Customs and Excise Department
Office of Departmental Administration
Executive Officer (Personnel)3
31/F, Customs Headquarters Building
222 Java Road, North Point,
Hong Kong

Telephone: (852) 3759 3841

Fax: (852) 3108 2305

郵寄: 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

電話: (852) 3759 3841

傳真: (852) 3108 2305