



香港海關
CUSTOMS AND EXCISE DEPARTMENT

香港海關專用
For Official Use Only
收到表格日期：
Date of Receipt : _____

另類吸煙產品轉運監管計劃 - 海空轉運
Alternative Smoking Product Transhipment Control Scheme – Sea to Air Transhipment
更改資料表格
Change of Particulars 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 before completing this form.

第一部 更改登記營運人資料(只須填寫更改資料)

Part I Change of Registered Operator's Particulars (Fill in data to be amended only)

- 更改現有登記營運人資料 Change of Registered Operator's Particulars;
或 or
 撤銷現有登記營運人資料 Deregistration of Registered Operator's Particulars

請根據商業登記證上所載的資料填寫 Please fill in the information as shown in the Business Registration Certificate

現有登記營運人資料 Registered Operator's Particulars		
另類吸煙產品轉運監管計劃登記號碼 Alternative Smoking Product Transhipment Control Scheme Registration No.		
業務/法團資料 Business/Corporation Information		
	現有資料 Registered Information	新資料 New Information
<input type="checkbox"/> 業務/法團名稱(英文) Name of Business/Corporation (in English)		
<input type="checkbox"/> 業務/法團名稱(中文) Name of Business/Corporation (in Chinese)		
<input type="checkbox"/> 營業地點的地址 Address of Place of Business		
<input type="checkbox"/> 商業登記號碼 Business Registration No.		
<input type="checkbox"/> 轉運貨物豁免許可證方案豁免證書編號 Transhipment Cargo Exemption Scheme Certificate of Exemption No.		
公司委任的負責人的資料 Information of the Responsible Person (須夾附委任負責人的授權書(附件 C)) (The authorization letter to appoint the responsible person (Appendix C) must be attached)		
	現有資料 Registered Information	新資料 New Information
<input type="checkbox"/> 中文姓名(先生/太太/女士)* Name in English (Mr./Mrs./Ms.)*		
<input type="checkbox"/> 身份證明文件號碼 Identity Document No.		
<input type="checkbox"/> 職銜 Post Title		
<input type="checkbox"/> 電話號碼 Telephone No.		
<input type="checkbox"/> 電郵地址 E-mail Address		
公司聯絡人的資料(如有) Information of the Contact Person (if any)		
	現有資料 Registered Information	新資料 New Information
<input type="checkbox"/> 中文姓名(先生/太太/女士)* Name in English (Mr./Mrs./Ms.)*		
<input type="checkbox"/> 身份證明文件號碼 Identity Document No.		
<input type="checkbox"/> 職銜 Post Title		
<input type="checkbox"/> 電話號碼 Telephone No.		
<input type="checkbox"/> 電郵地址 E-mail Address		

* 請刪去不適用者 Please delete as appropriate

- 請在適當方格內加上“✓” Please insert a “✓” in the appropriate box

第二部 更改/新增船隻及船員詳情

Part II Change/Addition of Particulars of Vessel and Crew(s)

- 新增船隻 / 船員* Addition of Vessel / Crew(s)*
 更改已登記船隻 / 船員*資料；或 Change of Registered Vessel's / Crews' * Particulars;
 或 or
 撤銷已登記船隻 / 船員*資料 Deregistration of Vessel / Crews*

船隻詳情 Particulars of Vessel					
		現有資料 Registered Information		新資料 New Information	
<input type="checkbox"/>	船隻名稱 Vessel Name				
<input type="checkbox"/>	船隻識別碼 Vessel ID				
<input type="checkbox"/>	船隻登記擁有人姓名 Name of Registered Owner of the Vessel				
<input type="checkbox"/>	租賃合約到期日(如有) Lease Contract Expiration Date (if any)				
船員詳情 Particulars of Crew(s)					
中文姓名 Name in English	身份證明文件號碼 Identity Document No.	職位 Post		更新狀態 Update Status	
		<input type="checkbox"/> 船長 Master	<input type="checkbox"/> 其他船員 Other Crew	<input type="checkbox"/> 新增 Addition	<input type="checkbox"/> 撤銷 Deregistration
		<input type="checkbox"/> 船長 Master	<input type="checkbox"/> 其他船員 Other Crew	<input type="checkbox"/> 新增 Addition	<input type="checkbox"/> 撤銷 Deregistration
		<input type="checkbox"/> 船長 Master	<input type="checkbox"/> 其他船員 Other Crew	<input type="checkbox"/> 新增 Addition	<input type="checkbox"/> 撤銷 Deregistration
		<input type="checkbox"/> 船長 Master	<input type="checkbox"/> 其他船員 Other Crew	<input type="checkbox"/> 新增 Addition	<input type="checkbox"/> 撤銷 Deregistration
		<input type="checkbox"/> 船長 Master	<input type="checkbox"/> 其他船員 Other Crew	<input type="checkbox"/> 新增 Addition	<input type="checkbox"/> 撤銷 Deregistration
		<input type="checkbox"/> 船長 Master	<input type="checkbox"/> 其他船員 Other Crew	<input type="checkbox"/> 新增 Addition	<input type="checkbox"/> 撤銷 Deregistration
		<input type="checkbox"/> 船長 Master	<input type="checkbox"/> 其他船員 Other Crew	<input type="checkbox"/> 新增 Addition	<input type="checkbox"/> 撤銷 Deregistration
		<input type="checkbox"/> 船長 Master	<input type="checkbox"/> 其他船員 Other Crew	<input type="checkbox"/> 新增 Addition	<input type="checkbox"/> 撤銷 Deregistration
		<input type="checkbox"/> 船長 Master	<input type="checkbox"/> 其他船員 Other Crew	<input type="checkbox"/> 新增 Addition	<input type="checkbox"/> 撤銷 Deregistration

* 請刪去不適用者 Please delete as appropriate

請在適當方格內加上“✓” Please insert a “✓” in the appropriate box

備註: 若以上提供的空間不足以填寫全部所需資料，請自行複印相關頁數以填寫有關資料及一併提交。

Remarks: If the space provided above is insufficient to fill in all the required information, please make copies of the relevant page(s) and submit all the information in one go.

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）以及以登記營運人身分透過另類吸煙產品轉運監管計劃（計劃）提交的個人資料（如有的話）：
The personal data you provided in this form (as well as supplemental sheets/subsequent updates) and the personal data, if any, to be submitted by you through the Alternative Smoking Product Transhipment Control Scheme (“the Scheme”) as a registered operator will be used by the Customs and Excise Department for one or more of the following purposes:
(a) 處理/記錄登記申請；
Processing / recording of registration 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，你將無法更改登記資料或撤銷登記此計劃。
It is obligatory for the applicant to supply the personal data as required by this form. If you do not provide sufficient information, you will not be able to make change(s) of registration particulars or deregister from the Scheme.
3. 各個海關清關站、香港國際機場的指明貨物處理區及所有在計劃下的登記船隻均設有閉路電視攝錄機攝錄該地點及船隻情況。香港海關可能會為上文第1段所提及的一個或多個目的，而使用有關攝錄資料。
Closed-circuit television (CCTV) cameras are installed to record activities at the Customs Clearance Points, specified cargo handling area of Hong Kong International Airport and all vessels registered under the Scheme. Relevant video record may be used by the Customs and Excise Department for one or more of the purposes mentioned in paragraph 1 above.

資料披露**Disclosure of Information**

4. 你在本表格提供的個人資料（和隨後補充/更新的資料）、以及以登記營運人身分透過計劃提交的個人資料（如有的話），以及你的攝錄資料，香港海關可能會就上文第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，而向其他政府部門/決策局或海外執法機關披露。
The personal data you provided in this form (as well as supplemental sheets/subsequent updates), the personal data, if any, to be submitted by you through the Scheme as a registered operator and the video recording of you may be disclosed to other Government departments / bureaux or overseas enforcement agencies for any of the purposes mentioned in paragraph 1 above; or where such disclosure is authorized or required by law.
5. 假如你在第二部分註明的船隻是運載貨物過境，香港海關可能會把有關船隻的識別碼向相關的付運人/貨物代理人披露，作為一項便利措施。
If your vessel specified in Part II carries a consignment of cargo across the boundary, its vessel ID may be disclosed to the relevant shipper / agent of the cargo consignment as a facilitation measure.

查閱個人資料**Access to Personal Data**

6. 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, we have the right to charge a reasonable fee for the processing of any data access request.

查詢**Enquiries**

7. 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. 本人以公司代表向香港海關申請更改登記資料或撤銷登記此計劃，並特此聲明所提交的申請資料均屬真確。
I am making change(s) of registration particulars or deregistering from the Scheme in the capacity as a representative of a company. I declare the particulars provided by me herein are true and correct.

4. 本人已閱讀本表格第三部所載的「收集個人資料聲明」，以及明白當中內容。
I have read the “Personal Information Collection Statement” stated in Part III of this form and understand the contents stated therein.

5. 本人承諾會通知第二部分所註明的船隻登記擁有人及船員有關「收集個人資料聲明」的內容。
I undertake to inform the registered owner of the vessel(s) and the crews of the vessel(s) stated in Part II of the contents of the “Personal Information Collection Statement”.

6. 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 Customs and Excise Department as required.

7. 本人已閱讀香港海關就協助有關人士填寫本表格而發出的實務指引。本人明白必須遵從指引、登記條件及相關法例。
I have read the Practice Guidelines (“the Guidelines”) issued by the Commissioner of Customs and Excise to facilitate the filling of this form by the person concerned. I understand that I will be governed by the Guidelines, registration conditions and relevant Ordinances.

8. 本人承諾當另類吸煙產品進口香港後，該產品必須由飛機托運出口至香港以外地方。若目的地國家拒絕進口該產品，該產品不得返回香港。
I undertake that once the ASPs are imported into Hong Kong, they shall be exported in an aircraft to a place outside Hong Kong and shall NOT be returned to Hong Kong in the event that their entry into the receiving country is rejected.

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

(申請人/獲合夥人授權的人士/獲公司授權的董事或人士的 簽署及公司印鑑)* (Signature of the Applicant/authorized person of the partnership/authorized director or person of the corporation and company chop)*	(姓名(正楷)) (Name in block letters)	(身份證明文件號碼) (Identity Document No.)
(在申請人業務/法團擔任的職位)* (Position in the Applicant’s Business/Corporation)*	(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： Important Notes:	如有需要，海關將發出催辦信要求申請人提交補充資料或所需文件。如申請人未能在催辦信發出的30天內回覆或提交補充資料或所需文件，其申請會被視為無效及被拒絕。 Where necessary, the C&ED may issue a reminder to require the applicant to provide supplementary information or supporting documents. If the applicant fails to reply or provide the required supplementary information or supporting documents within 30 days from the date of the reminder, the application is deemed to be invalid and will be refused.
備註： Remarks:	遞交本表格的人士必須是： The person who submits this form must be: (a) 如申請人屬獨資經營，該獨資經營者； The sole proprietor, if the applicant is a sole proprietorship; (b) 如申請人屬合夥，則獲每名合夥人書面授權的合夥人，並應夾附授權書；或 The partner authorized in writing by every partner, if the applicant is a partnership. The authorization letter should be attached; or (c) 如申請人屬法團，則獲董事局書面授權的董事或人士，並應夾附授權書。 The director or the person authorized in writing by the Board of Directors, if the applicant is a corporation. The authorization letter should be attached.

申請人應以下列其中一種方法遞交表格及證明文件:

The applicant should submit the form and supporting documents by one of the following means:

郵寄/親身遞交
By mail/ In person

地址
香港新界葵涌貨櫃碼頭南路63號
葵涌海關大樓9樓
香港海關
陸路邊境口岸科
登記及車輛檢查小組

辦公時間
星期一至星期五
(公眾假期除外)

上午 8:45 至 下午 12:30
下午 1:30 至 下午 5:30

Office hours
Monday to Friday
(Except Public Holidays)

8:45 a.m. to 12:30 p.m.
1:30 p.m. to 5:30 p.m.

Address
Customs and Excise Department,
Land Boundary Command,
Registration and Vehicle Inspection Unit,
9/F, Kwai Chung Customhouse,
63 Container Port Road South,
Kwai Chung, New Territories, Hong Kong

網上遞交
By online submission

<https://www.customs.gov.hk/en/service-enforcement-information/trade-facilitation/ASP/ATCS/index.html>

一般查詢
General Enquiry

熱線 Hotline: (852) 3106 4508
電郵 Email: atcs_enquiry@customs.gov.hk