



## **Customs & Excise Department**

### **Practice Guidelines for Alternative Smoking Product Transhipment Control Scheme**

**29 August 2023**

# Table of Contents

|             |  |           |
|-------------|--|-----------|
| <b>I.</b>   | <b>Introduction</b>  | <b>3</b>  |
| <b>II.</b>  | <b>Definition of ASPs and Specified Intermodal ASP Transshipment</b>                 | <b>4</b>  |
| <b>III.</b> | <b>Registration</b>  | <b>5</b>  |
|             | <i>Who is required to be registered?</i>   | 5         |
|             | <i>Application</i>   | 5         |
|             | <i>Processing of Registration</i>  | 5         |
|             | <i>Installation of Security Device</i>   | 6         |
|             | <i>Vehicle / Vessel Inspection, Trial and Briefing</i>                               | 6         |
|             | <i>Approval / Refusal</i>  | 7         |
|             | <i>Appeal</i>  | 7         |
|             | <i>Registration fee</i>  | 7         |
| <b>IV.</b>  | <b>Post-registration Matters</b>   | <b>8</b>  |
|             | <i>Deregistration / Change of Particulars</i>  | 8         |
|             | <i>Fixing, Replacement and Reinstallation of Security Devices</i>                    | 8         |
|             | <i>Periodic Compliance Checks</i>  | 8         |
|             | <i>Cancellation / Suspension of Registration</i>                                     | 9         |
|             | <i>Appeal</i>  | 9         |
| <b>V.</b>   | <b>Security and Procedural Guidelines for Specified Intermodal ASP Transshipment</b> | <b>10</b> |
|             | <i>Licensing Requirements of Nicotine-Containing ASPs</i>                            | 10        |
|             | <i>Advance Cargo Information (“ACI”)</i>   | 11        |
|             | <i>Transfer Process</i>  | 12        |
|             | <i>Designated Routing</i>  | 13        |
|             | <i>Customs Check</i>   | 13        |
| <b>VI.</b>  | <b>Enquiries</b>   | <b>14</b> |
|             | <b>Appendix A: Registration Form (Land-to-air Transshipment)</b>                     |           |
|             | <b>Appendix B: Registration Form (Sea-to-air Transshipment)</b>                      |           |
|             | <b>Appendix C: Sample of Authorization Letter</b>                                    |           |

**Appendix D: Checklist for Submission of Supporting Documents for Application \_\_\_\_\_**

**Appendix E: Flow Chart of Registration \_\_\_\_\_**

**Appendix F: Electronic Lock and Global Positioning System Device Requirements \_\_\_\_\_**

**Appendix G: Closed-circuit Television Camera Requirement Specification \_\_\_\_\_**

**Appendix H: Container Bolt Seal Requirements \_\_\_\_\_**

**Appendix I: Appointment for Vehicle Inspection \_\_\_\_\_**

**Appendix J: Appointment for Vessel Inspection \_\_\_\_\_**

**Appendix K: Change of Particulars Form (Land-to-air Transhipment) \_\_\_\_\_**

**Appendix L: Change of Particulars Form (Sea-to-air Transhipment) \_\_\_\_\_**

**Appendix M: Advance Cargo Information \_\_\_\_\_**

**Appendix N: Shipping Documents and Information \_\_\_\_\_**

**Appendix O: Designated Routing \_\_\_\_\_**

**Appendix P: Undertaking in respect of the Import for the purpose of Export of  
Nicotine-containing Alternative Smoking Products under the Alternative Smoking  
Product Transhipment Control Scheme \_\_\_\_\_**

## **I. Introduction**

1.1 Under the Import and Export Ordinance, Chapter 60 (“IEO”), import of alternative smoking products (“ASPs”) is prohibited. Any person who imports an ASP commits an offence and is liable on summary conviction to a fine of \$500,000 and to imprisonment for 2 years; or on conviction on indictment to a fine of \$2,000,000 and to imprisonment for 7 years.

1.2 The IEO provides exemption for ASP import which is an article in transit; an air transshipment cargo; or a specified intermodal transshipment cargo imported by a registered operator.

1.3 The Customs and Excise Department (“C&ED”) is the authority for regulating the registration and control regime, namely the “Alternative Smoking Product Transshipment Control Scheme” (“ATCS”), for the exemption of the specified intermodal ASP transshipment under the IEO. The C&ED will be responsible for investigation and prosecution of any import offences relating to ATCS.

1.4 This Guide is issued pursuant to Section 13H of the IEO which sets out:

- (a) the registration requirements and procedures; and
- (b) the security and procedural requirements to be fulfilled by registered operators engaging in the specified intermodal ASP transshipment.

1.5 This Guide is accessible by the public at C&ED’s website: <https://www.customs.gov.hk/en/service-enforcement-information/trade-facilitation/ASP/ATCS/index.html>

Hard copies are also available at Registration and Vehicle Inspection Unit, Land Boundary Command, Customs and Excise Department, 9/F, Kwai Chung Customhouse, 63 Container Port Road South, Kwai Chung, New Territories, Hong Kong.

## **II. Definition of ASPs and Specified Intermodal ASP Transshipment**

2.1 ASPs are defined under Section 2(1) of the Smoking (Public Health) Ordinance, Chapter 371. In gist, it is:

- (a) a device (other than a waterpipe) that is capable of generating an aerosol, other than by means of direct lighting, from any substances (except dangerous drugs) and being used for imitating conventional smoking; its component or accessory;
- (b) any substance (other than a dangerous drug) suitable for use with a device described in (a) to generate an aerosol from that substance. Examples include heated tobacco sticks and “e-liquid”; or
- (c) any plant material (other than tobacco or a dangerous drug) rolled up in any material for immediate use for imitating conventional smoking (i.e. herbal cigarettes).

2.2 Under the Pharmacy and Poisons Ordinance, Chapter 138 (“PPO”), nicotine is a Part 1 poison and nicotine-containing products for human use, except tobacco, are pharmaceutical products. Therefore, all nicotine-containing ASPs, except when the nicotine is contained in tobacco, are pharmaceutical products.

2.3 The IEO provides exemption for ASP import which is imported as “specified intermodal transshipment cargo”. According to Section 13A of the IEO, “specified intermodal transshipment cargo” refers to an article:

- (a) imported in a vehicle or vessel; and
- (b) consigned on a through bill of lading from a place outside Hong Kong to another place outside Hong Kong; and for export in an aircraft departing from the Hong Kong International Airport (“HKIA”).

2.4 Section 13I of the IEO empowered the Commissioner of Customs and Excise (“CCE”) in consultation with Airport Authority Hong Kong (“AAHK”) to specify areas for the purpose of handling specified intermodal transshipment cargo by notice published in the Gazette. The areas include West Quay as well as part of cargo handling areas in Super Terminal 1, Cathay Pacific Cargo Terminal, Asia Airfreight Terminal and Express Centre of the HKIA.

### **III. Registration**

#### ***Who is required to be registered?***

3.1 Any person who wishes to seek exemption for specified intermodal ASP transshipment shall make prior application to the CCE for registration as a registered operator.

#### ***Application***

3.2 An applicant should complete the application form [Appendix A for land-to-air transshipment [Form no. CED 427A] or Appendix B for sea-to-air transshipment [Form no. CED 427A], which can be downloaded from C&ED's website. To facilitate form completion, C&ED also provides fillable application forms in the website]. Upon completion, the applicant should submit the completed form together with authorization letter [Appendix C] (if applicable) and photocopies of the requisite documents to the CCE through the following means:

(a) C&ED website:

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

(b) By post/In person:      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

3.3 An applicant may refer to Appendix D of this Guide for the requisite supporting documents of the application. The flow of the registration process is set out in Appendix E.

#### ***Processing of Registration***

3.4 Upon receipt of a registration application, the C&ED will send an acknowledgement letter bearing an application reference number to the applicant. 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 produce the required supplementary information or supporting documents within 30 days from the date of the reminder, the application is deemed to be invalid and the application will be refused. The C&ED will accordingly issue a written notice informing the applicant of the refusal with reasons.

## ***Installation of Security Device***

3.5 A “Notification for Installation of Security Devices” will be issued to the applicant within 7 working days upon the receipt of the completed registration form and all information and supporting documents required by the C&ED. The applicant may then arrange to acquire and install the security devices to the concerning vehicle/vessel, according to the standards required by the C&ED which include:

For business vehicle [please see the details set out in Appendices F, G & H]

- (a) Electronic lock (“e-lock”) and Global Positioning System (“GPS”) device from supplier(s) accredited by the C&ED;
- (b) Closed-circuit television (“CCTV”) system with recording function [at least two CCTV cameras with illumination to be installed inside the container/cargo compartment for clearly recording all consignments therein and another two CCTV cameras to be installed outside the container/cargo compartment in such a way that the container/cargo compartment entrance, the e-lock and vehicle number plate can be seen clearly for real-time monitoring by the C&ED]; and
- (c) Container bolt seal [the container/cargo compartment of the business vehicle should be in a closed design with a single entrance at one end for affixing a container bolt seal to the container/cargo compartment door such that the door of the container/cargo compartment cannot be opened without tampering the container bolt seal].

For business vessel [please see the details set out in Appendix G]

- (a) GPS device accredited by the C&ED; and
- (b) CCTV system [at least two CCTV cameras to be installed inside the cargo hold and all ASP consignments placed therein must be covered within the angle range of CCTV cameras].

## ***Vehicle / Vessel Inspection, Trial and Briefing***

3.6 On completion of the installation of the required security devices, the applicant should inform the C&ED in writing for the arrangement of vehicle/vessel inspection [Appendices I & J] and trial as appropriate for testing the functionality of the installed security devices.

3.7 The applicant is also required to attend a briefing organized by the C&ED to familiarize with the security and procedural requirements specified under the ATCS.

### ***Approval / Refusal***

3.8 After determining the application, the CCE will inform the applicant by writing as soon as practicable of the result set out below:

- (a) approval of the application, the effective date of registration, the ATCS registration number as well as the business vehicle(s)/vessel(s) and driver(s)/crew member(s) registered; or
- (b) refusal of the application and the reasons for the refusal.

### ***Appeal***

3.9 The applicant may appeal against the CCE's decision by giving written notice to the Chief Secretary for Administration within 14 days from the date when he/she was informed of the decision, or from the date when the decision became known to him/her, whichever is later.

### ***Registration fee***

3.10 While the C&ED will not impose any fees/charges on the applicant, the costs of installing the required security devices shall be borne by the applicant. The applicant should note that accredited suppliers of the security devices may impose a service charge on the use of the devices.



## **IV. Post-registration Matters**

### ***Deregistration / Change of Particulars***

4.1 If a registered operator wishes to deregister from the ATCS, he/she should submit a written request to the CCE. The CCE will process the request and issue a confirmation letter specifying the date of cessation of registration.

4.2 If there is any change in the particulars of a registered operator<sup>1</sup>, he/she should complete and submit a “Change of Particulars Form” [Appendix K for land-to-air transshipment [Form no. CED 427B] or Appendix L for sea-to-air transshipment [Form no. CED 428B]] together with the relevant supporting documents to the C&ED within 30 days. Late submission of change of particulars may be subject to suspension or cancellation of the registration.

### ***Fixing, Replacement and Reinstallation of Security Devices***

4.3 The registered operators have the responsibility to ensure the security devices are in good order and functioning properly at all times. Malfunctioning of the security devices should be reported to the C&ED immediately and fixed before the next transshipment operation under ATCS. For fixing, replacement and reinstallation, as the case may be, of any of the security devices, the registered operators should inform the C&ED and make appointment with the C&ED for vehicle/vessel inspection [Appendices I & J].

### ***Periodic Compliance Checks***

4.4 The C&ED will conduct periodic compliance checks every two years on the registered operators to ascertain that they fulfill the standards as required by the C&ED and the required security devices are functional. The registered operators are required to provide any information for checking and/or arrange the business vehicle/vessel for inspection at a place as specified by the C&ED. If non-compliance is detected during the checking/inspection, the registration may be subject to suspension or cancellation as appropriate.

---

<sup>1</sup> Change of particulars of registration includes changes to the operator’s business information, authorized person, vehicle(s)/vessel(s) intended to be used and driver(s)/crew member(s) intended to be deployed.

### ***Cancellation / Suspension of Registration***

4.5 If there is any breach of the IEO and/or practice guidelines by a registered operator or if the CCE considers that the operator is no longer fit to be a registered operator, the CCE may by written notice given to the registered operator:

- (a) cancel the registration from a specified date onward with reasons for the cancellation; or
- (b) suspend the registration with reasons for the suspension-
  - (i) for a specified period; or
  - (ii) until the CCE is satisfied that the terms or conditions imposed are complied with.

4.6 The registered operator whose registration has been suspended is not eligible for the exemption for specified intermodal ASP transshipment under the ATCS until the expiry of the suspension period or compliance of the terms/conditions specified in the written notice.

### ***Appeal***

4.7 The applicant may appeal against the CCE's decision by giving written notice to the Chief Secretary for Administration within 14 days from the date when he/she was informed of the decision, or from the date when the decision became known to him/her, whichever is later.

## V. Security and Procedural Guidelines for Specified Intermodal ASP Transshipment

5.1 The CCE is empowered under the IEO to issue practice guidelines setting out the requirements that a registered operator's business vehicle or business vessel must meet, the manner in which the ASPs intended to be imported must be transported, stored and otherwise handled before being transferred to an aircraft for export. The CCE may amend or revoke any of the practice guidelines.

5.2 In order to be eligible for exemption for specified intermodal ASP transshipment, registered operators should comply with the security and procedural guidelines setting out in ensuing paragraphs when transshipping the ASPs via Hong Kong.

### *Licensing Requirements of Nicotine-Containing ASPs*

5.3 All nicotine-containing ASPs, except when the nicotine is contained in tobacco, are pharmaceutical products in Hong Kong. Under the IEO, all imports and exports of pharmaceutical products must be covered by import and export licences. The Department of Health ("DH") will issue Import Licence ("Form 3") and Export Licence ("Form 6") (for the purpose of re-export) for the transshipment of nicotine-containing ASPs. For details, please refer to the DH's website:

[https://www.drugoffice.gov.hk/eps/do/en/pharmaceutical\\_trade/guidelines\\_forms/useful\\_guidelines\\_forms.html](https://www.drugoffice.gov.hk/eps/do/en/pharmaceutical_trade/guidelines_forms/useful_guidelines_forms.html).

5.4 For applying the Import and Export licences for nicotine-containing ASPs<sup>2</sup>, the registered operators shall ensure submission of the following documents as required by the DH to the C&ED :

- (a) proof of permission to import/indication of no objection from relevant authority (e.g. drug regulatory authority or Customs authority) of the receiving country;
- (b) undertaking, signed by the registered operators, of not returning the ASPs to Hong Kong if their entry into the receiving country is rejected [Appendix P];
- (c) completed and scanned copy of Form 3 and Form 6 with matching product description and quantity, and "For Alternative Smoking Product Transshipment Control Scheme Use Only" shall be stated in both forms;
- (d) copy of Wholesale dealer licence; and

---

<sup>2</sup> The applicant must be a wholesaler licensed under the PPO.

- (e) Others: documentary proof of the product being tobacco free.

The C&ED will then pass the application and required documents to the DH for processing and approval. The registered operators shall ensure that they have obtained the Import and Export licences issued by the DH before transshipping nicotine-containing ASPs.

5.5 Alternatively, specified intermodal transshipment of nicotine-containing ASPs under ATCS by registered operators who have been registered under the Transshipment Cargo Exemption Scheme (“TCES”) or who have been appointed by the TCES registrants (i.e. freight forwarders/airlines/shipping companies) in handling that particular transshipment is exempted from import and export licensing requirements. For details of the TCES, please refer to the Trade and Industry Department (“TID”)’s website:

[https://www.tid.gov.hk/english/import\\_export/tces/tces\\_maincontent.html](https://www.tid.gov.hk/english/import_export/tces/tces_maincontent.html)

5.6 For transshipping nicotine-containing ASPs covered by the TCES, registered operators shall ensure submission of the Certificate of Exemption and Certificate of Exemption Number (“TRES No. ”) issued by the TID (if the registered operators have been appointed by the TCES registrants in handling that particular transshipment, only TRES No. is required), together with the shipping documents and information specified at Appendix N to the C&ED.

### ***Advance Cargo Information (“ACI”)***

5.7 For each ASP consignment to be transshipped under the ATCS, the registered operator should ensure submission of ACI and related documents/information to the C&ED in the manners set out below:

(a) For land-to-air ASP transshipment:

- (i) cargo information at Appendix M to be submitted to the Road Cargo System (“ROCARS”) in accordance with the Import and Export (Electronic Cargo Information) Regulation (“Cap. 60L”); and
- (ii) related shipping documents (including additional documents for nicotine-containing ASPs, if applicable) and information specified at Appendix N to be sent by email to [atcs\\_landair@customs.gov.hk](mailto:atcs_landair@customs.gov.hk)

at least **2 hours (4 hours for nicotine-containing ASPs)** before the registered business vehicle enters Hong Kong.

(b) For sea-to-air ASP transshipment:

- (i) cargo information at Appendix M to be submitted to the Air Cargo Clearance System (“ACCS”) at least **3 hours** before the registered business vessel arrives at the West Quay of the HKIA; and
- (ii) related shipping documents (including additional documents for nicotine-containing ASPs, if applicable) and information specified at Appendix N to be sent by email to [atcs\\_seaair@customs.gov.hk](mailto:atcs_seaair@customs.gov.hk) at least **2 hours (4 hours for nicotine-containing ASPs)** before the registered business vessel arrives at the West Quay of the HKIA.

5.8 In making declaration to ROCARS/ACCS on the quantity of the ASP consignment to be transhipped under the ATCS, both the units of ASPs and the number of package (in cartons) should be provided, which must tally with the information shown on the related shipping documents to facilitate C&ED’s verification.

5.9 The relevant cargo documents particularly the through bill of lading and licensing documents (if applicable) must also be carried by the driver/captain for checking and verification by the C&ED officers as and when required during the transfer process.

### ***Transfer Process***

5.10 Prior to transporting the ASPs under the intermodal transshipment arrangement, the registered operator should ensure the security devices required to be installed as stated in paragraph 3.5 to the business vehicle/vessel are in good order and functioning properly before the start of the ASP transfer process.

5.11 During the transfer process, the GPS and CCTV system installed to the business vehicle/vessel should be turned on to enable tracking and surveillance by the C&ED. The CCTV footage should be retained for at least 30 days. The ASPs should be securely transhipped in a manner specified below:

- (a) For business vehicle: The ASPs without mix-loading with other types of consignments to be stored inside the container/cargo compartment of the business vehicle with the e-lock and the container bolt seal affixed such that the doors of the container/cargo compartment cannot be opened without tampering the e-lock and the bolt seal.
- (b) For business vessel: The ASPs to be stored in a manner which fulfils the standards of the Secure Transport Means accepted by the Civil Aviation Department, e.g. inside a Unit Load Device (“ULD”) container with metal door affixed with seal; for the ULD container without metal door or palletized cargo, the application of tamper-evident wrapping net and seals.

5.12 On arriving Hong Kong, the business vehicle/vessel carrying the ASPs should go directly to the specified cargo handling area of the HKIA<sup>3</sup>. Upon completion of cargo unloading, the ASPs should be transferred immediately to the cargo transshipment area for storage pending exportation.

**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. Otherwise, it would be regarded as an offence of importing ASPs under Section 13B of the IEO.**

### ***Designated Routing***

5.13 The business vehicle/vessel carrying the ASPs must use designated routing(s) after entering into Hong Kong [Appendix O]. In the circumstances where deviation from designated routing have to be made, e.g. traffic accident at the designated route, the driver/captain should contact the C&ED by 24-hour hotline at (852) 3106 4510 (for business vehicle) / (852) 2116 4115 (for business vessel) for seeking advice/approval.

### ***Customs Check***

5.14 The C&ED may conduct surprise check of the ASPs carried by the business vehicle/vessel at any point during the course of the ASP transfer process. Surprise inspection of the registered business vehicle/vessel may also be conducted to ascertain that the required security devices are in use and remain fully functional. If irregularities are detected during the check/inspection, the registration may be subject to suspension or cancellation as appropriate (see paragraph 4.5).

5.15 With the access right to the CCTV system installed on the business vehicle/vessel, the C&ED would check, retrieve the relevant information and data for real-time monitoring and post-audit checking as appropriate.

---

<sup>3</sup> Cargo handling areas in the HKIA specified by the CCE by notice published in the Gazette under the IEO.

## VI. Enquiries

6.1 Information about the ATCS are available at the C&ED's website at <https://www.customs.gov.hk/en/service-enforcement-information/trade-facilitation/ASP/ATCS/index.html>. Enquiry can be made by the following ways:

- (a) By email to [atcs\\_enquiry@customs.gov.hk](mailto:atcs_enquiry@customs.gov.hk)
- (b) By telephone at 3106 4508
- (c) By post to 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



香港海關  
CUSTOMS AND EXCISE DEPARTMENT

附錄A Appendix A

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.: \_\_\_\_\_

另類吸煙產品轉運監管計劃 - 陸空轉運  
Alternative Smoking Product Transhipment Control Scheme - Land to Air Transhipment  
登記表格  
Registration 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 Part I 申請人詳情 Particulars of the Applicant

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

| 業務/法團資料 Business/Corporation Information   |  |
|--|--|
| 業務/法團名稱(英文)<br>Name of Business/Corporation (in English)   |  |
| 業務/法團名稱(中文)<br>Name of Business/Corporation (in Chinese)   |  |
| 營業地點的地址<br>Address of Place of Business  |  |
| 商業登記號碼<br>Business Registration No.  |  |
| 轉運貨物豁免許可證方案豁免證書編號 (如有)<br>Transhipment Cargo Exemption Scheme<br>Certificate of Exemption No. (if any)   |  |
| 請填寫業務狀況：<br>Please indicate the status of your business:-<br><input type="checkbox"/> 獨資經營 Sole Proprietorship<br><input type="checkbox"/> 合夥 Partnership<br><input type="checkbox"/> 法團 Corporation |  |
| 公司委任的負責人的資料 Information of the Responsible Person<br>(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 )                                |  |
| 中文姓名 (先生/太太/女士)*<br>Name in English (Mr./Mrs./Ms.)*  |  |
| 身份證明文件號碼<br>Identity Document No.  |  |
| 職銜<br>Post Title   |  |
| 電話號碼<br>Telephone No.  |  |
| 電郵地址<br>E-mail Address   |  |
| 公司聯絡人的資料(如有) Information of the Contact Person (if any)  |  |
| 中文姓名 (先生/太太/女士)*<br>Name in English (Mr./Mrs./Ms.)*  |  |
| 身份證明文件號碼<br>Identity Document No.  |  |
| 職銜<br>Post Title   |  |
| 電話號碼<br>Telephone No.  |  |
| 電郵地址<br>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



| 車輛詳情 Particulars of Vehicle(s)   |  |
|--|--|
| 香港車輛登記號碼<br>Hong Kong Vehicle Registration No.   |  |
| 車輛登記人姓名<br>Name of Registered Vehicle Owner  |  |
| 車輛登記人身份證明文件號碼/商業登記號碼*<br>Identity Document No. / Business Registration No. of Registered Vehicle Owner*        |  |
| 貨櫃號碼 (如有)<br>Container No. (if any)  |  |
| 貨櫃擁有人姓名 (如有)<br>Name of Container Owner (if any)   |  |
| 貨櫃擁有人身份證明文件號碼 / 商業登記號碼 (如有)*<br>Identity Document No. / Business Registration No. of Container Owner (if any)* |  |
| 司機詳情 Particulars of Driver(s)  |  |
| 中文姓名 (先生/太太/女士)*<br>Name in English (Mr./Mrs./Ms.)*  |  |
| 身份證明文件號碼<br>Identity Document No.  |  |
| 電話號碼<br>Telephone No.  |  |

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

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用作登記，你將無法成功登記計劃。  
It is obligatory for the applicant to supply the personal data as required by this form. If you do not provide sufficient information for registration, you will not be able to make registration with 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車輛均設有閉路電視攝錄機攝錄該地點及車輛情況。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 vehicles 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車輛運載貨物過境，香港海關可能會把有關車輛的香港車輛登記號碼向相關的付運人／貨物代理人披露，作為一項便利措施。  
If your vehicle specified in Part II carries a consignment of cargo across the boundary, its HK vehicle registration number 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 registration 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成為計劃的登記營運人, 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, 本人承諾會立即以電郵或書面方式通知香港海關。  
I am applying for registration with the Customs and Excise Department as a registered operator under the Scheme in the capacity as a representative of a company. 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 registration.

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 registration form and understand the contents stated therein.

5. 本人承諾會通知第二部分所註明的車輛司機、車輛登記人及貨櫃擁有人(如有)有關「收集個人資料聲明」的內容。  
I undertake to inform the driver(s), the registered vehicle owner(s) and container owner(s) (if any) 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。本人明白申請人註冊成為營運人後, 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 registration form by the person concerned. I understand that the applicant once registered as an operator 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<br>簽署及公司印鑑)*<br>(Signature of the Applicant/authorized person of<br>the partnership/authorized director or<br>person of the corporation and company chop)* | (姓名(正楷))<br>(Name in block letters) | (身份證明文件號碼)<br>(Identity Document No.) |
| (在申請人業務/法團擔任的職位)*<br>(Position in the Applicant’s Business/Corporation)*   | (聯絡電話號碼)<br>(Contact Telephone No.) | (日期)<br>(Date)                        |

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

|                           |  |
|---------------------------|--|
| 重要事項：<br>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。<br>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：<br>Remarks:           | 遞交本表格的人士必須是：<br>The person who submits this registration form must be:<br>(a) 如申請人屬獨資經營, 該獨資經營者;<br>The sole proprietor, if the applicant is a sole proprietorship;<br>(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<br>The partner authorized in writing by every partner, if the applicant is a partnership. The authorization letter should be attached; or<br>(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。<br>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 registration form and supporting documents by one of the following means:

|                                      |  |   |   |
|--------------------------------------|--|---|---|
| <b>郵寄/親身遞交</b><br>By mail/ In person | <b>地址</b><br>香港新界葵涌貨櫃碼頭南路63號<br>葵涌海關大樓9樓<br>香港海關<br>陸路邊境口岸科<br>登記及車輛檢查小組   | <b>辦公時間</b><br>星期一至星期五<br>(公眾假期除外)                                  | 上午 8:45 至 下午 12:30<br>下午 1:30 至 下午 5:30           |
|                                      | <b>Address</b><br>Customs and Excise Department,<br>Land Boundary Command,<br>Registration and Vehicle Inspection Unit,<br>9/F, Kwai Chung Customhouse,<br>63 Container Port Road South,<br>Kwai Chung, New Territories, Hong Kong | <b>Office hours</b><br>Monday to Friday<br>(Except Public Holidays) | 8:45 a.m. to 12:30 p.m.<br>1:30 p.m. to 5:30 p.m. |
| <b>網上遞交</b><br>By online submission  | <a href="https://www.customs.gov.hk/en/service-enforcement-information/trade-facilitation/ASP/ATCS/index.html">https://www.customs.gov.hk/en/service-enforcement-information/trade-facilitation/ASP/ATCS/index.html</a>            |   |   |
| <b>一般查詢</b><br>General Enquiry       | 熱線 Hotline: (852) 3106 4508<br>電郵 Email: <a href="mailto:atcs_enquiry@customs.gov.hk">atcs_enquiry@customs.gov.hk</a>  |   |   |



香港海關  
CUSTOMS AND EXCISE DEPARTMENT

附錄B Appendix B

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.: \_\_\_\_\_

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  
登記表格  
Registration 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 Part I 申請人詳情 Particulars of the Applicant

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

| 業務/法團資料 Business/Corporation Information   |  |
|--|--|
| 業務/法團名稱(英文)<br>Name of Business/Corporation (in English)   |  |
| 業務/法團名稱(中文)<br>Name of Business/Corporation (in Chinese)   |  |
| 營業地點的地址<br>Address of Place of Business  |  |
| 商業登記號碼<br>Business Registration No.  |  |
| 轉運貨物豁免許可證方案豁免證書編號(如有)<br>Transhipment Cargo Exemption Scheme<br>Certificate of Exemption No. (if any)  |  |
| 請填寫業務狀況：<br>Please indicate the status of your business:-<br><input type="checkbox"/> 獨資經營 Sole Proprietorship<br><input type="checkbox"/> 合夥 Partnership<br><input type="checkbox"/> 法團 Corporation |  |
| 公司委任的負責人的資料 Information of the Responsible Person<br>(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 )                                |  |
| 中文姓名(先生/太太/女士)*<br>Name in English (Mr./Mrs./Ms.)*   |  |
| 身份證明文件號碼<br>Identity Document No.  |  |
| 職銜<br>Post Title   |  |
| 電話號碼<br>Telephone No.  |  |
| 電郵地址<br>E-mail Address   |  |
| 公司聯絡人的資料(如有) Information of the Contact Person (if any)  |  |
| 中文姓名(先生/太太/女士)*<br>Name in English (Mr./Mrs./Ms.)*   |  |
| 身份證明文件號碼<br>Identity Document No.  |  |
| 職銜<br>Post Title   |  |
| 電話號碼<br>Telephone No.  |  |
| 電郵地址<br>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

| 船隻詳情(第 __ 艘) Particulars of Vessel (The __ Ship)       |                                   |                                       |   |
|--|-----------------------------------|---------------------------------------|---|
| 船隻名稱<br>Vessel Name                                    |                                   |                                       |   |
| 船隻識別碼<br>Vessel ID                                     |                                   |                                       |   |
| 船隻登記擁有人姓名<br>Name of Registered Owner of the Vessel    |                                   |                                       |   |
| 租賃合約到期日(如有)<br>Lease Contract Expiration Date (if any) |                                   |                                       |   |
| 船隻詳情(第 __ 艘) Particulars of Vessel (The __ Ship)       |                                   |                                       |   |
| 船隻名稱<br>Vessel Name                                    |                                   |                                       |   |
| 船隻識別碼<br>Vessel ID                                     |                                   |                                       |   |
| 船隻登記擁有人姓名<br>Name of Registered Owner of the Vessel    |                                   |                                       |   |
| 租賃合約到期日(如有)<br>Lease Contract Expiration Date (if any) |                                   |                                       |   |
| 船員詳情 Particulars of Crew(s)                            |                                   |                                       |   |
| 中文姓名(先生/太太/女士)*<br>Name in English (Mr./Mrs./Ms.)*     | 身份證明文件號碼<br>Identity Document No. | 職位<br>Post                            |   |
|  |                                   | <input type="checkbox"/> 船長<br>Master | <input type="checkbox"/> 其他船員<br>Other Crew |
|  |                                   | <input type="checkbox"/> 船長<br>Master | <input type="checkbox"/> 其他船員<br>Other Crew |
|  |                                   | <input type="checkbox"/> 船長<br>Master | <input type="checkbox"/> 其他船員<br>Other Crew |
|  |                                   | <input type="checkbox"/> 船長<br>Master | <input type="checkbox"/> 其他船員<br>Other Crew |
|  |                                   | <input type="checkbox"/> 船長<br>Master | <input type="checkbox"/> 其他船員<br>Other Crew |
|  |                                   | <input type="checkbox"/> 船長<br>Master | <input type="checkbox"/> 其他船員<br>Other Crew |
|  |                                   | <input type="checkbox"/> 船長<br>Master | <input type="checkbox"/> 其他船員<br>Other Crew |
|  |                                   | <input type="checkbox"/> 船長<br>Master | <input type="checkbox"/> 其他船員<br>Other Crew |
|  |                                   | <input type="checkbox"/> 船長<br>Master | <input type="checkbox"/> 其他船員<br>Other Crew |
|  |                                   | <input type="checkbox"/> 船長<br>Master | <input type="checkbox"/> 其他船員<br>Other Crew |

\* 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

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 Transshipment 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用作登記，你將無法成功登記計劃。  
It is obligatory for the applicant to supply the personal data as required by this form. If you do not provide sufficient information for registration, you will not be able to make registration with 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

**第四部 Part IV 聲明 Declaration**

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 registration 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成為計劃的登記營運人,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,本人承諾會立即以電郵或書面方式通知香港海關。  
I am applying for registration with the Customs and Excise Department as a registered operator under the Scheme in the capacity as a representative of a company. 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 registration.
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 registration 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。本人明白申請人註冊成為營運人後,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 registration form by the person concerned. I understand that the applicant once registered as an operator 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:** 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。  
**Important Notes:** 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:** 遞交本表格的人士必須是:  
**Remarks:** The person who submits this registration 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 registration 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](mailto:atcs_enquiry@customs.gov.hk)

## 附錄 C：授權書範本

### Appendix C: Sample of Authorization Letter

致： 香港海關  
To: Customs & Excise Department

#### **授權書 Authorization Letter**

本公司即 <公司名稱> (商業登記號碼: <商業登記號碼>) 的\*合夥人/董事會現授權 <獲授權人士姓名> (身份證明文件號碼: <身份證明文件號碼>)，代表本公司申請成為「另類吸煙產品轉運監管計劃」的登記營運人。

I, as the \*partner / board of directors of <Company Name> (Business Registration Number: <BR No.>) hereby authorize <Name of Authorized Person>, holder of Identity Document Number: <Identity Document No.>, as the applicant of the registered operator of the Alternative Smoking Product Transhipment Control Scheme.

代表 <公司名稱>  
For and on behalf of <Company Name>

授權人士簽署

Signature(s) of Authorizing Person(s)

公司印鑑

Company Chop

授權人士姓名(正楷)

Name in Block Letters : \_\_\_\_\_

職銜

Title : \_\_\_\_\_

日期

Date : \_\_\_\_\_

\* 請刪去不適用者

\* Please delete as appropriate

## 附錄 D：證明文件清單

### Appendix D: Checklist for Submission of Supporting Documents for Application

#### For Land-to-air Transshipment of Alternative Smoking Product (“ASP”) 適用於陸空轉運另類吸煙產品

| 申請人詳情的證明文件 Supporting documents for the applicant's particulars           |   |
|---|---|
| 獨資經營<br>Sole proprietorship   | <input type="checkbox"/> 有效商業登記證的複本<br>A copy of valid Business Registration Certificate<br><br><input type="checkbox"/> 商業登記冊內資料的摘錄複本<br>A copy of Extract of information on the Business Register<br><br><input type="checkbox"/> 身份證明文件的個人資料頁的複本<br>A copy of Bio-data page of the Identity Document                               |
| 合夥<br>Partnership   | <input type="checkbox"/> 有效商業登記證的複本<br>A copy of valid Business Registration Certificate<br><br><input type="checkbox"/> 商業登記冊內資料的摘錄複本<br>A copy of Extract of information on the Business Register<br><br><input type="checkbox"/> 授權人的身份證明文件的個人資料頁的複本<br>A copy of Bio-data page of the Identity Document of the authorizing person |
| 法團<br>Corporation   | <input type="checkbox"/> 有效商業登記證的複本<br>A copy of valid Business Registration Certificate<br><br><input type="checkbox"/> 公司註冊證書的複本<br>A copy of Certificate of Incorporation<br><br><input type="checkbox"/> 授權人的身份證明文件的個人資料頁的複本<br>A copy of Bio-data page of the Identity Document of the authorizing person                        |
| 負責人的詳情的證明文件 Supporting documents for the responsible person's particulars |   |
| 合夥人<br>Partner  | <input type="checkbox"/> 負責人的身份證明文件的個人資料頁的複本<br>A copy of Bio-data page of the Identity Document of the responsible person<br><br><input type="checkbox"/> 經所有合夥人簽署的授權書複本<br>A copy of the authorization letter signed by all partners  |
| 法團<br>Corporation   | <input type="checkbox"/> 負責人的身份證明文件的個人資料頁的複本<br>A copy of Bio-data page of the Identity Document of the responsible person<br><br><input type="checkbox"/> 經董事局簽署的授權書複本<br>A copy of the authorization letter signed by the Board of Directors  |
| 聯絡人詳情的證明文件 Supporting documents for the contact person's particulars      |   |
| 聯絡人 (如有)<br>Contact person (if any)                                       | <input type="checkbox"/> 聯絡人的身份證明文件的個人資料頁的複本<br>A copy of Bio-data page of the Identity Document of the contact person  |
| 車輛詳情的證明文件 Supporting documents for vehicle's particulars                  |   |
| 車輛<br>Vehicle   | <input type="checkbox"/> 有關車輛的香港特別行政區車輛登記文件副本<br>A copy of HKSAR vehicle registration document of the vehicle(s)  |
| 車輛登記人<br>Registered vehicle owner   | <input type="checkbox"/> 車輛登記人的身份證明文件的個人資料頁的複本 / 有效商業登記證的複本*<br>A copy of Bio-data page of the Identity Document of the registered vehicle owner / A copy of valid Business Registration Certificate*   |
| 貨櫃擁有人(如有)<br>Container owner (if any)                                     | <input type="checkbox"/> 貨櫃擁有人的身份證明文件的個人資料頁的複本 / 有效商業登記證的複本*<br>A copy of Bio-data page of the Identity Document of the container owner / A copy of valid Business Registration Certificate*  |
| 司機詳情的證明文件 Supporting documents for driver's particulars                   |   |
| 司機<br>Driver  | <input type="checkbox"/> 司機的身份證明文件的個人資料頁的複本<br>A copy of Bio-data page of the Identity Document of the driver   |

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

**備註 Remarks :**

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。

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.

***For Sea-to-air Transhipment of ASP 適用於海空轉運另類吸煙產品***

| 申請人詳情的證明文件 Supporting documents for the applicant's particulars           |   |
|---|---|
| 獨資經營<br>Sole proprietorship   | <input type="checkbox"/> 有效商業登記證的複本<br>A copy of valid Business Registration Certificate<br><br><input type="checkbox"/> 商業登記冊內資料的摘錄複本<br>A copy of Extract of information on the Business Register<br><br><input type="checkbox"/> 身份證明文件的個人資料頁的複本<br>A copy of Bio-data page of the Identity Document                               |
| 合夥<br>Partnership   | <input type="checkbox"/> 有效商業登記證的複本<br>A copy of valid Business Registration Certificate<br><br><input type="checkbox"/> 商業登記冊內資料的摘錄複本<br>A copy of Extract of information on the Business Register<br><br><input type="checkbox"/> 授權人的身份證明文件的個人資料頁的複本<br>A copy of Bio-data page of the Identity Document of the authorizing person |
| 法團<br>Corporation   | <input type="checkbox"/> 有效商業登記證的複本<br>A copy of valid Business Registration Certificate<br><br><input type="checkbox"/> 公司註冊證書的複本<br>A copy of Certificate of Incorporation<br><br><input type="checkbox"/> 授權人的身份證明文件的個人資料頁的複本<br>A copy of Bio-data page of the Identity Document of the authorizing person                        |
| 負責人的詳情的證明文件 Supporting documents for the responsible person's particulars |   |
| 合夥人<br>Partner  | <input type="checkbox"/> 負責人的身份證明文件的個人資料頁的複本<br>A copy of Bio-data page of the Identity Document of the responsible person<br><br><input type="checkbox"/> 經所有合夥人簽署的授權書複本<br>A copy of the authorization letter signed by all partners  |
| 法團<br>Corporation   | <input type="checkbox"/> 負責人的身份證明文件的個人資料頁的複本<br>A copy of Bio-data page of the Identity Document of the responsible person<br><br><input type="checkbox"/> 經董事局簽署的授權書複本<br>A copy of the authorization letter signed by the Board of Directors  |
| 聯絡人詳情的證明文件 Supporting documents for the contact person's particulars      |   |
| 聯絡人 (如有)<br>Contact person (if any)                                       | <input type="checkbox"/> 聯絡人的身份證明文件的個人資料頁的複本<br>A copy of Bio-data page of the Identity Document of the contact person  |
| 船隻詳情的證明文件 Supporting documents for vessel's particulars                   |   |
| 船隻<br>Vessel  | <input type="checkbox"/> 有關船隻的香港特別行政區/中華人民共和國登記文件副本<br>A copy of HKSAR / People's Republic of China Vessel Registration Document of the vessel(s)   |
| 船員詳情的證明文件 Supporting documents for crew's particulars                     |   |
| 船員<br>Crew  | <input type="checkbox"/> 船員的身份證明文件的個人資料頁的複本<br>A copy of Bio-data page of the Identity Document of the crew   |

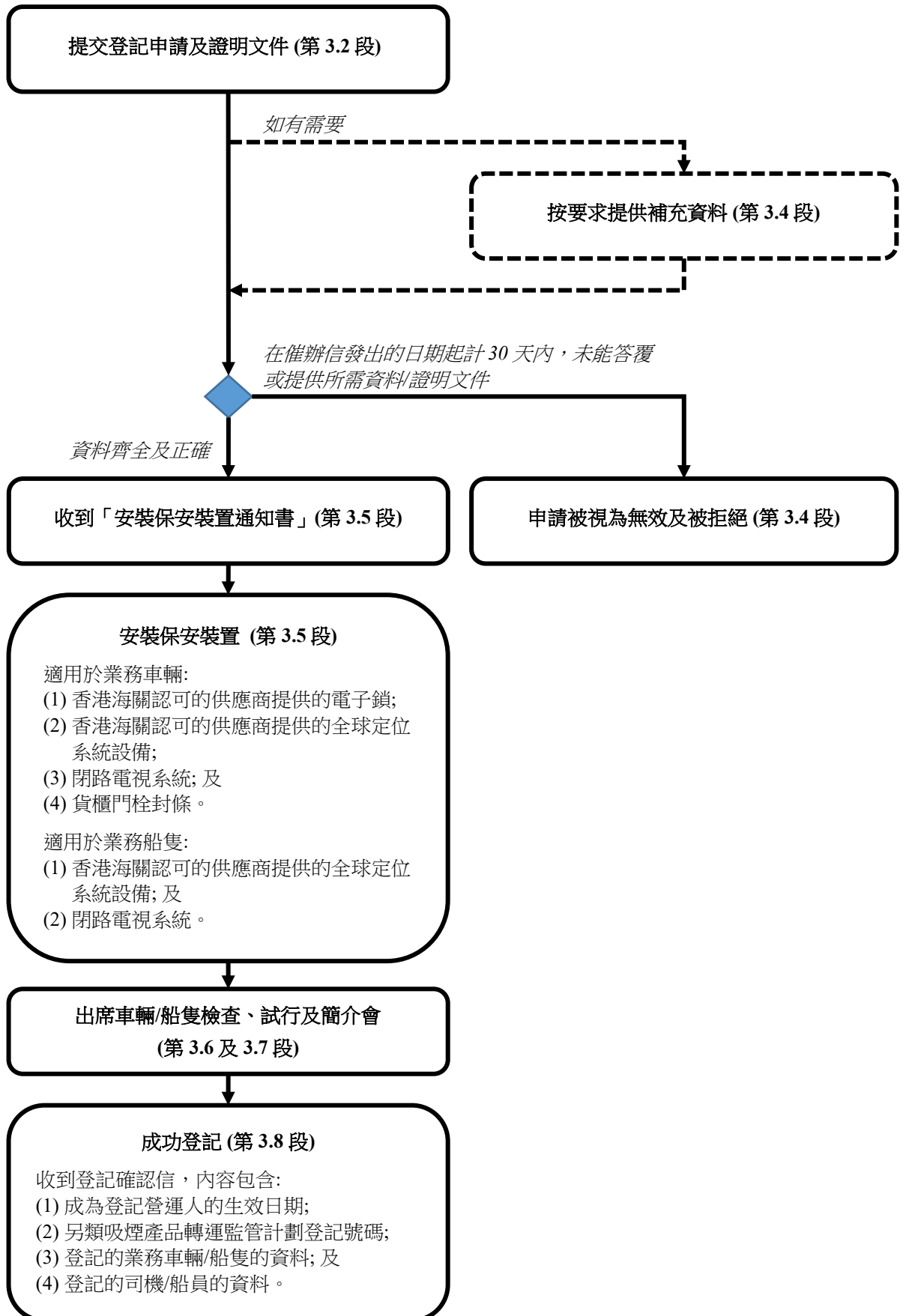
\* 請刪去不適用者 Please delete as appropriate

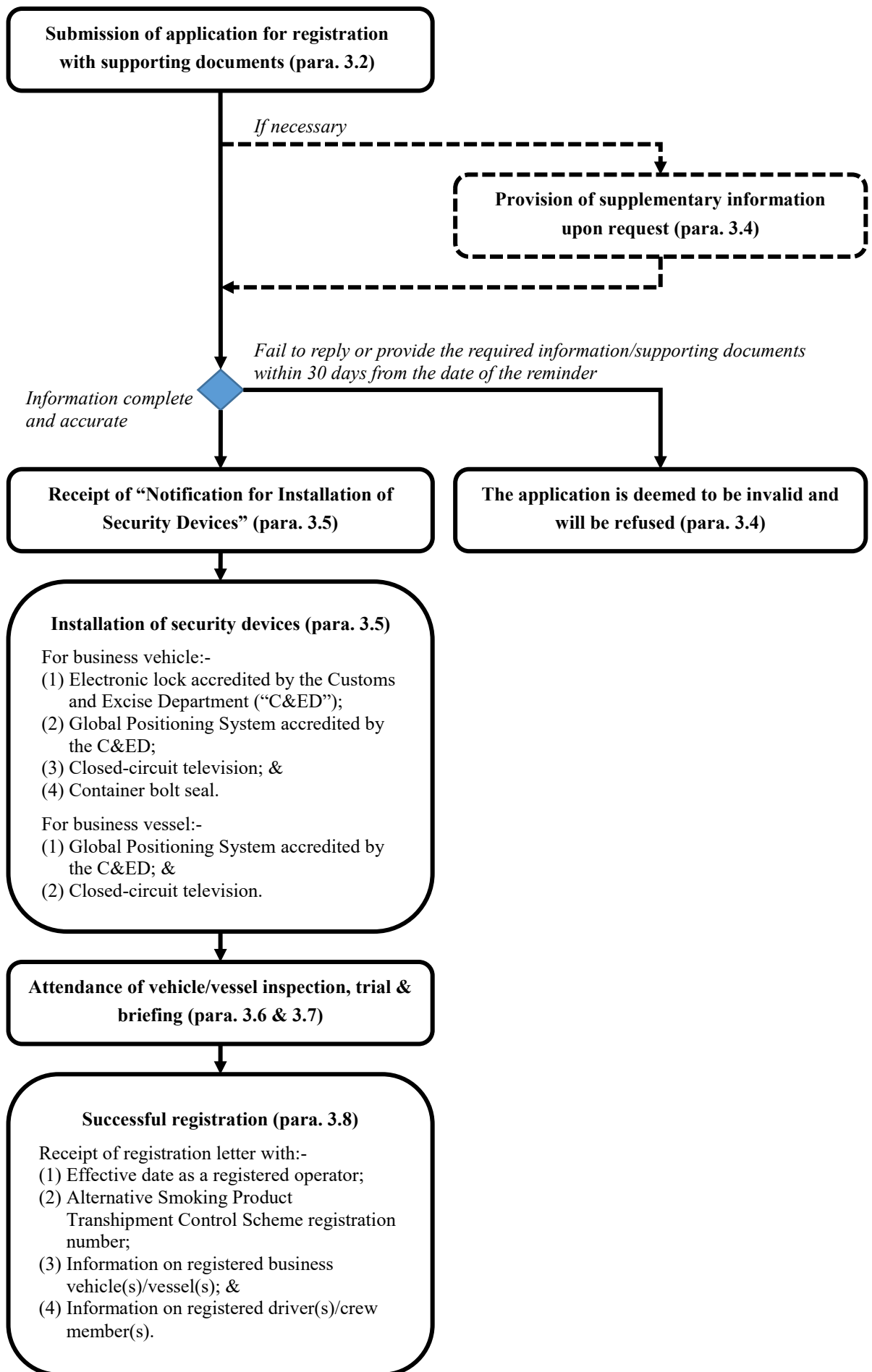
備註 Remarks :

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。

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.

附錄 E：登記流程圖  
Appendix E: Flow Chart of Registration





## 附錄 F：電子鎖及全球定位系統設備要求

### Appendix F: Electronic Lock and Global Positioning System Device Requirements

電子鎖須安裝在貨櫃/貨斗門上，而全球定位系統設備須安裝在業務車輛的駕駛室內。下列型號的電子鎖 / 全球定位系統設備已獲香港海關認可：

The electronic lock (“e-lock”) shall be affixed to the container/cargo compartment door and the Global Positioning System (“GPS”) device shall be installed in the driving compartment of the business vehicle. The following models of e-lock/GPS device have been accredited by the Customs and Excise Department:



型號：

LX-08-II C (電子鎖)



型號：

LX-06-HK (全球定位系統設備)



Model no.:

LX-08-II C (E-Lock)



Model no.:

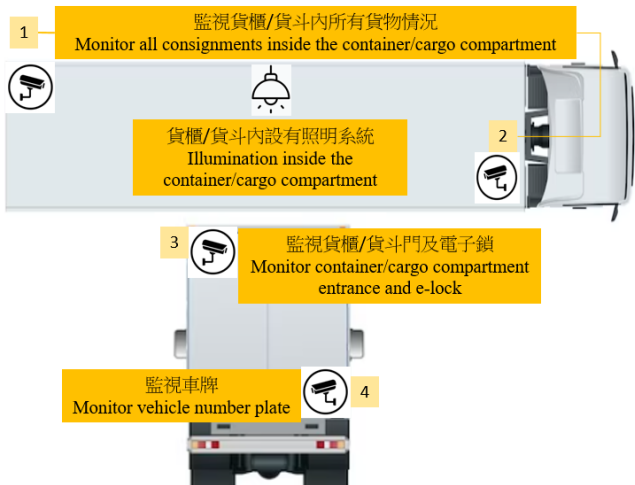
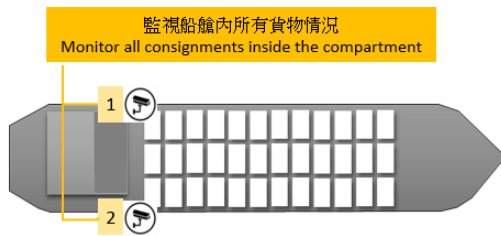
LX-06-HK (GPS device)

|               |  |
|---------------|--|
| 供應商 Supplier: | 朗昇物流發展有限公司<br>Long Sun Logistics Development Limited   |
| 地址 Address:   | 香港灣仔皇后大道東43-59號東美商業中心9樓909-910室<br>Room 909-910, 9/F, Dominion Centre, 43-59 Queen's Road East, Wanchai, Hong Kong |
| 電話 Telephone: | (852) 3421 0228 / (852) 6951 7006  |
| 傳真 Fax:       | (852) 3426 3666  |

**附錄 G：閉路電視攝像機規格要求**  
**Appendix G: Closed-circuit Television Camera Requirement Specification**

**具體要求 Specific Requirements**

| <b>閉路電視最低技術要求</b><br><b>Closed-circuit Television (“CCTV”) Minimum Technical Requirements</b>   |  |
|---|--|
| 1. 圖像傳感器 Image sensor: CMOS<br>2. 視頻壓縮格式 Video compression format: H.265<br>3. 解像度 Resolution: 1080p (1920x1080)<br>4. 照明度 Illumination: 0.06 lux | 5. 防水/防風雨 Waterproof/weatherproof<br>6. 日夜功能 Day and night functionality<br>7. 電子防震 Electronic image stabilization |

| <b>陸空轉運另類吸煙產品</b><br><b>For Land-to-air Transhipment of Alternative Smoking Product (“ASP”)</b>  | <b>海空轉運另類吸煙產品</b><br><b>For Sea-to-air Transhipment of ASP</b>  |  |   |  |   |   |  |  |   |  |   |  |   |                                 |  |   |   |   |   |
|--|---|--|---|--|---|---|--|--|---|--|---|--|---|---------------------------------|--|---|---|---|---|
| <b>閉路電視攝像機建議安裝位置圖</b><br><b>Suggested Locations for CCTV Camera Installation</b>   | <b>閉路電視攝像機建議安裝位置圖</b><br><b>Suggested Locations for CCTV Camera Installation</b>  |  |   |  |   |   |  |  |   |  |   |  |   |                                 |  |   |   |   |   |
| <b>閉路電視攝像機安裝要求</b><br><b>Requirements for CCTV Camera Installation</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ffffcc;"> <th colspan="2" style="text-align: center;">貨櫃/貨斗內 Inside the container/cargo compartment</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>須設置照明系統及至少安裝兩部閉路電視攝像機<br/>Illumination shall be provided and at least two CCTV cameras shall be installed</td> </tr> <tr> <td style="text-align: center;">2</td> <td>所有貨物均須在閉路電視攝像機的監視範圍內<br/>All consignments shall be covered by CCTV cameras in the monitored area</td> </tr> <tr style="background-color: #ffffcc;"> <th colspan="2" style="text-align: center;">貨櫃/貨斗外 Outside the container/cargo compartment</th> </tr> <tr> <td style="text-align: center;">3</td> <td>須至少安裝兩部閉路電視攝像機<br/>At least two CCTV cameras shall be installed</td> </tr> <tr> <td style="text-align: center;">4</td> <td>貨櫃/貨斗門，電子鎖及車牌均須在閉路電視攝像機的監視範圍內<br/>Container/cargo compartment entrance, electronic lock and vehicle number plate shall be covered by CCTV cameras</td> </tr> </tbody> </table> | 貨櫃/貨斗內 Inside the container/cargo compartment   |  | 1 | 須設置照明系統及至少安裝兩部閉路電視攝像機<br>Illumination shall be provided and at least two CCTV cameras shall be installed | 2 | 所有貨物均須在閉路電視攝像機的監視範圍內<br>All consignments shall be covered by CCTV cameras in the monitored area | 貨櫃/貨斗外 Outside the container/cargo compartment |  | 3 | 須至少安裝兩部閉路電視攝像機<br>At least two CCTV cameras shall be installed | 4 | 貨櫃/貨斗門，電子鎖及車牌均須在閉路電視攝像機的監視範圍內<br>Container/cargo compartment entrance, electronic lock and vehicle number plate shall be covered by CCTV cameras | <b>閉路電視攝像機安裝要求</b><br><b>Requirements for CCTV Camera Installation</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ffffcc;"> <th colspan="2" style="text-align: center;">監視船艙 Monitoring the compartment</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>須至少安裝兩部具備夜視功能的閉路電視攝像機<br/>At least two CCTV cameras with night vision shall be installed</td> </tr> <tr> <td style="text-align: center;">2</td> <td>所有貨物均須在閉路電視攝像機的監視範圍內<br/>All consignments shall be covered by CCTV cameras in the monitored area</td> </tr> </tbody> </table> | 監視船艙 Monitoring the compartment |  | 1 | 須至少安裝兩部具備夜視功能的閉路電視攝像機<br>At least two CCTV cameras with night vision shall be installed | 2 | 所有貨物均須在閉路電視攝像機的監視範圍內<br>All consignments shall be covered by CCTV cameras in the monitored area |
| 貨櫃/貨斗內 Inside the container/cargo compartment  |   |  |   |  |   |   |  |  |   |  |   |  |   |                                 |  |   |   |   |   |
| 1  | 須設置照明系統及至少安裝兩部閉路電視攝像機<br>Illumination shall be provided and at least two CCTV cameras shall be installed  |  |   |  |   |   |  |  |   |  |   |  |   |                                 |  |   |   |   |   |
| 2  | 所有貨物均須在閉路電視攝像機的監視範圍內<br>All consignments shall be covered by CCTV cameras in the monitored area   |  |   |  |   |   |  |  |   |  |   |  |   |                                 |  |   |   |   |   |
| 貨櫃/貨斗外 Outside the container/cargo compartment   |   |  |   |  |   |   |  |  |   |  |   |  |   |                                 |  |   |   |   |   |
| 3  | 須至少安裝兩部閉路電視攝像機<br>At least two CCTV cameras shall be installed  |  |   |  |   |   |  |  |   |  |   |  |   |                                 |  |   |   |   |   |
| 4  | 貨櫃/貨斗門，電子鎖及車牌均須在閉路電視攝像機的監視範圍內<br>Container/cargo compartment entrance, electronic lock and vehicle number plate shall be covered by CCTV cameras                      |  |   |  |   |   |  |  |   |  |   |  |   |                                 |  |   |   |   |   |
| 監視船艙 Monitoring the compartment  |   |  |   |  |   |   |  |  |   |  |   |  |   |                                 |  |   |   |   |   |
| 1  | 須至少安裝兩部具備夜視功能的閉路電視攝像機<br>At least two CCTV cameras with night vision shall be installed   |  |   |  |   |   |  |  |   |  |   |  |   |                                 |  |   |   |   |   |
| 2  | 所有貨物均須在閉路電視攝像機的監視範圍內<br>All consignments shall be covered by CCTV cameras in the monitored area   |  |   |  |   |   |  |  |   |  |   |  |   |                                 |  |   |   |   |   |



陸空轉運另類吸煙產品要求 (如有需要)

Requirements for Land-to-air Transshipment of ASP (if necessary)

用於閉路電視的車載電腦  
**On Board Computer for CCTV**

1. 微軟 Windows 11 (64位元) 或更新版本  
Microsoft Windows 11 (64bit) or a newer version
2. 中央處理器: i5中央處理器 4核 4.3GHz或以上  
CPU: i5 CPU 4 cores 4.3 GHz or above
3. 記憶體: 16GB或以上  
RAM: 16GB or above
4. 硬碟: 500GB SSD或以上  
Hard Disk: 500GB SSD or above
5. 網路卡: 10Mbps或以上  
Network card: 10 Mbps or above
6. 已安裝防毒軟件  
Installed with anti-virus software
7. 備有閉路電視軟體開發套件 (適用於Windows 64位元) 可供下載  
CCTV software development kit (for Windows 64-bit) is available for download

附錄 H：貨櫃門栓封條要求  
Appendix H: Container Bolt Seal Requirements

貨櫃/貨斗門須安裝貨櫃門栓封條，以符合有關要求。有關安裝詳情，請參考下圖：

A container bolt seal shall be affixed to the container/cargo compartment door in accordance with the relevant requirement. For details of the installation, please refer to the illustration below :



**附錄 I：預約車輛檢查**  
**Appendix I: Appointment for Vehicle Inspection**

致： 香港海關  
To: Customs & Excise Department

**預約車輛檢查 Appointment for Vehicle Inspection**

本人現提供下述資料以預約車輛檢查 :-

I would like to make an appointment for vehicle inspection with details as follows :-

|   |   |  |
|---|---|--|
| 建議車輛檢查日期及時間 <sup>備註 1</sup><br>Proposed Vehicle Inspection Date and Time <sup>Note 1</sup>  | : |  |
| 車輛登記號碼<br>Vehicle Registration Number   | : |  |
| 電子鎖編號<br>E-lock Number  | : |  |
| 申請編號 <sup>備註 2</sup> / 另類吸煙產品轉運<br>監管計劃登記號碼*<br>Application Number <sup>Note 2</sup> /<br>Alternative Smoking Product<br>Transshipment Control Scheme<br>Registration Number* | : |  |

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

公司印鑑

Company Chop

:

簽署

Signature

:

姓名

Name

:

職位

Position

:

日期

Date

:

聯絡電話

Contact Phone Number

:

備註 1: 視乎可用時段。

Note 1: Subject to the availability of timeslot.

備註 2: 請參閱申請登記確認信。

Note 2: Please refer to the acknowledgment letter of registration application.

**附錄 J：預約船隻檢查**  
**Appendix J: Appointment for Vessel Inspection**

致： 香港海關  
To: Customs & Excise Department

**預約船隻檢查 Appointment for Vessel Inspection**

本人現提供下述資料以預約船隻檢查 :-

I would like to make an appointment for vessel inspection with details as follows :-

|   |   |  |
|---|---|--|
| 建議船隻檢查日期及時間 <sup>備註 1</sup><br>Proposed Vessel Inspection Date and Time <sup>Note 1</sup>   | : |  |
| 船隻識別碼<br>Vessel ID  | : |  |
| 申請編號 <sup>備註 2</sup> / 另類吸煙產品轉運<br>監管計劃登記號碼*<br>Application Number <sup>Note 2</sup> /<br>Alternative Smoking Product<br>Transshipment Control Scheme<br>Registration Number* | : |  |

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

公司印鑑

Company Chop

:

簽署

Signature

:

姓名

Name

:

職位

Position

:

日期

Date

:

聯絡電話

Contact Phone Number

:

備註 1: 視乎可用時段。

Note 1: Subject to the availability of timeslot.

備註 2: 請參閱申請登記確認信。

Note 2: Please refer to the acknowledgment letter of registration application.



香港海關  
CUSTOMS AND EXCISE DEPARTMENT

附錄K Appendix K

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 - 陸空轉運  
Alternative Smoking Product Transhipment Control Scheme - Land 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<br>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)<br>Name of Business/Corporation (in English)  |                             |                     |
| <input type="checkbox"/> 業務/法團名稱(中文)<br>Name of Business/Corporation (in Chinese)  |                             |                     |
| <input type="checkbox"/> 營業地點的地址<br>Address of Place of Business   |                             |                     |
| <input type="checkbox"/> 商業登記號碼<br>Business Registration No.   |                             |                     |
| <input type="checkbox"/> 轉運貨物豁免許可證方案豁免證書編號<br>Transhipment Cargo Exemption Scheme Certificate of Exemption No.   |                             |                     |
| 公司委任的負責人的資料 Information of the Responsible Person<br>(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)*<br>Name in English (Mr./Mrs./Ms.)*   |                             |                     |
| <input type="checkbox"/> 身份證明文件號碼<br>Identity Document No.   |                             |                     |
| <input type="checkbox"/> 職銜<br>Post Title  |                             |                     |
| <input type="checkbox"/> 電話號碼<br>Telephone No.   |                             |                     |
| <input type="checkbox"/> 電郵地址<br>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)*<br>Name in English (Mr./Mrs./Ms.)*   |                             |                     |
| <input type="checkbox"/> 身份證明文件號碼<br>Identity Document No.   |                             |                     |
| <input type="checkbox"/> 職銜<br>Post Title  |                             |                     |
| <input type="checkbox"/> 電話號碼<br>Telephone No.   |                             |                     |
| <input type="checkbox"/> 電郵地址<br>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/新增司機及車輛詳情****Part II Change/Addition of Particulars of Driver and Vehicle**

- 新增司機 / 車輛\* Addition of Driver / Vehicle
- 更改已登記司機 / 車輛\*資料；或 Change of Registered Driver's / Vehicle's Particulars;  
或 or
- 撤銷司機登記 / 車輛\* Deregistration of Driver / Vehicle

| <b>車輛詳情 Particulars of Vehicle</b>  |                                    |                            |
|---|------------------------------------|----------------------------|
|   | <b>現有資料 Registered Information</b> | <b>新資料 New Information</b> |
| <input type="checkbox"/> 香港車輛登記號碼<br>Hong Kong Vehicle Registration No.   |                                    |                            |
| <input type="checkbox"/> 車輛登記人姓名<br>Name of Registered Vehicle Owner  |                                    |                            |
| <input type="checkbox"/> 車輛登記人身份證明文件號碼/商業登記號碼*<br>Identity Document No. / Business Registration No. of Registered Vehicle Owner*        |                                    |                            |
| <input type="checkbox"/> 貨櫃號碼 (如有)<br>Container No. (if any)  |                                    |                            |
| <input type="checkbox"/> 貨櫃擁有人姓名 (如有)<br>Name of Container Owner (if any)   |                                    |                            |
| <input type="checkbox"/> 貨櫃擁有人身份證明文件號碼 / 商業登記號碼 (如有)*<br>Identity Document No. / Business Registration No. of Container Owner (if any)* |                                    |                            |
| <b>司機詳情 Particulars of Driver</b>   |                                    |                            |
|   | <b>現有資料 Registered Information</b> | <b>新資料 New Information</b> |
| <input type="checkbox"/> 中文姓名 (先生/太太/女士)*<br>Name in English (Mr./Mrs./Ms.)*  |                                    |                            |
| <input type="checkbox"/> 身份證明文件號碼<br>Identity Document No.  |                                    |                            |
| <input type="checkbox"/> 電話號碼<br>Telephone No.  |                                    |                            |

\* 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車輛均設有閉路電視攝錄機攝錄該地點及車輛情況。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 vehicles 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車輛運載貨物過境，香港海關可能會把有關車輛的香港車輛登記號碼向相關的付運人／貨物代理人披露，作為一項便利措施。  
In case your vehicle specified in Part II carries a consignment of cargo across the boundary, its HK vehicle registration number 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車輛司機、車輛登記人及貨櫃擁有人(如有)有關「收集個人資料聲明」的內容。  
I undertake to inform the driver(s), the registered vehicle owner(s) and container owner(s) (if any) 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<br>簽署及公司印鑑)*<br>(Signature of the Applicant/authorized person of<br>the partnership/authorized director or<br>person of the corporation and company chop)* | (姓名(正楷))<br>(Name in block letters) | (身份證明文件號碼)<br>(Identity Document No.) |
| (在申請人業務/法團擔任的職位)*<br>(Position in the Applicant’s Business/Corporation)*   | (聯絡電話號碼)<br>(Contact Telephone No.) | (日期)<br>(Date)                        |

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

|                           |   |
|---------------------------|---|
| 重要事項：<br>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。<br>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：<br>Remarks:           | 遞交本表格的人士必須是：<br>The person who submits this form must be:<br>(a) 如申請人屬獨資經營，該獨資經營者；<br>The sole proprietor, if the applicant is a sole proprietorship;<br>(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<br>The partner authorized in writing by every partner, if the applicant is a partnership. The authorization letter should be attached; or<br>(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。<br>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](mailto:atcs_enquiry@customs.gov.hk)



香港海關  
CUSTOMS AND EXCISE DEPARTMENT

附錄L Appendix L

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<br>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)<br>Name of Business/Corporation (in English)  |                             |                     |
| <input type="checkbox"/> 業務/法團名稱(中文)<br>Name of Business/Corporation (in Chinese)  |                             |                     |
| <input type="checkbox"/> 營業地點的地址<br>Address of Place of Business   |                             |                     |
| <input type="checkbox"/> 商業登記號碼<br>Business Registration No.   |                             |                     |
| <input type="checkbox"/> 轉運貨物豁免許可證方案豁免證書編號<br>Transhipment Cargo Exemption Scheme Certificate of Exemption No.   |                             |                     |
| 公司委任的負責人的資料 Information of the Responsible Person<br>(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)*<br>Name in English (Mr./Mrs./Ms.)*  |                             |                     |
| <input type="checkbox"/> 身份證明文件號碼<br>Identity Document No.   |                             |                     |
| <input type="checkbox"/> 職銜<br>Post Title  |                             |                     |
| <input type="checkbox"/> 電話號碼<br>Telephone No.   |                             |                     |
| <input type="checkbox"/> 電郵地址<br>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)*<br>Name in English (Mr./Mrs./Ms.)*  |                             |                     |
| <input type="checkbox"/> 身份證明文件號碼<br>Identity Document No.   |                             |                     |
| <input type="checkbox"/> 職銜<br>Post Title  |                             |                     |
| <input type="checkbox"/> 電話號碼<br>Telephone No.   |                             |                     |
| <input type="checkbox"/> 電郵地址<br>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<br>Vessel Name                                    |                                       |   |   |   |
| <input type="checkbox"/>    | 船隻識別碼<br>Vessel ID                                     |                                       |   |   |   |
| <input type="checkbox"/>    | 船隻登記擁有人姓名<br>Name of Registered Owner of the Vessel    |                                       |   |   |   |
| <input type="checkbox"/>    | 租賃合約到期日(如有)<br>Lease Contract Expiration Date (if any) |                                       |   |   |   |
| 船員詳情 Particulars of Crew(s) |  |                                       |   |   |   |
| 中文姓名<br>Name in English     | 身份證明文件號碼<br>Identity Document No.                      | 職位<br>Post                            |   | 更新狀態<br>Update Status                   |   |
|                             |  | <input type="checkbox"/> 船長<br>Master | <input type="checkbox"/> 其他船員<br>Other Crew | <input type="checkbox"/> 新增<br>Addition | <input type="checkbox"/> 撤銷<br>Deregistration |
|                             |  | <input type="checkbox"/> 船長<br>Master | <input type="checkbox"/> 其他船員<br>Other Crew | <input type="checkbox"/> 新增<br>Addition | <input type="checkbox"/> 撤銷<br>Deregistration |
|                             |  | <input type="checkbox"/> 船長<br>Master | <input type="checkbox"/> 其他船員<br>Other Crew | <input type="checkbox"/> 新增<br>Addition | <input type="checkbox"/> 撤銷<br>Deregistration |
|                             |  | <input type="checkbox"/> 船長<br>Master | <input type="checkbox"/> 其他船員<br>Other Crew | <input type="checkbox"/> 新增<br>Addition | <input type="checkbox"/> 撤銷<br>Deregistration |
|                             |  | <input type="checkbox"/> 船長<br>Master | <input type="checkbox"/> 其他船員<br>Other Crew | <input type="checkbox"/> 新增<br>Addition | <input type="checkbox"/> 撤銷<br>Deregistration |
|                             |  | <input type="checkbox"/> 船長<br>Master | <input type="checkbox"/> 其他船員<br>Other Crew | <input type="checkbox"/> 新增<br>Addition | <input type="checkbox"/> 撤銷<br>Deregistration |
|                             |  | <input type="checkbox"/> 船長<br>Master | <input type="checkbox"/> 其他船員<br>Other Crew | <input type="checkbox"/> 新增<br>Addition | <input type="checkbox"/> 撤銷<br>Deregistration |
|                             |  | <input type="checkbox"/> 船長<br>Master | <input type="checkbox"/> 其他船員<br>Other Crew | <input type="checkbox"/> 新增<br>Addition | <input type="checkbox"/> 撤銷<br>Deregistration |
|                             |  | <input type="checkbox"/> 船長<br>Master | <input type="checkbox"/> 其他船員<br>Other Crew | <input type="checkbox"/> 新增<br>Addition | <input type="checkbox"/> 撤銷<br>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<br>簽署及公司印鑑)*<br>(Signature of the Applicant/authorized person of<br>the partnership/authorized director or<br>person of the corporation and company chop)* | (姓名(正楷))<br>(Name in block letters) | (身份證明文件號碼)<br>(Identity Document No.) |
| (在申請人業務/法團擔任的職位)*<br>(Position in the Applicant’s Business/Corporation)*   | (聯絡電話號碼)<br>(Contact Telephone No.) | (日期)<br>(Date)                        |

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

|                           |   |
|---------------------------|---|
| 重要事項:<br>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。<br>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:<br>Remarks:           | 遞交本表格的人士必須是:<br>The person who submits this form must be:<br>(a) 如申請人屬獨資經營, 該獨資經營者;<br>The sole proprietor, if the applicant is a sole proprietorship;<br>(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<br>The partner authorized in writing by every partner, if the applicant is a partnership. The authorization letter should be attached; or<br>(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。<br>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](mailto:atcs_enquiry@customs.gov.hk)

附錄 M：預報貨物資料（指明聯運轉運另類吸煙產品）

**Appendix M: Advance Cargo Information (Specified Intermodal Alternative Smoking Product Transhipment)**

**陸空轉運另類吸煙產品 For Land-to-air Transhipment of Alternative Smoking Product (“ASP”)**

**經道路貨物資料系統提交預報資料**

**Advance data submission via Road Cargo System**

1. 包裝貨物的說明（必須於道路貨物資料系統選擇「紙板箱」）  
Description of packages (“Carton” shall be selected in Road Cargo System)
2. 包裝貨物的數目  
Number of packages
3. 每件包裝貨物所載物品的說明及另類吸煙產品數量  
Description of articles and the quantity of ASP contained in each package
4. 每件包裝貨物的托運人的姓名或名稱  
Name of consignor of each package
5. 每件包裝貨物的托運人的地址  
Address of consignor of each package
6. 每件包裝貨物的收貨人的姓名或名稱  
Name of consignee of each package
7. 每件包裝貨物的收貨人的地址  
Address of consignee of each package
8. 預期貨物被帶進香港的日期  
Expected date of bringing cargo into Hong Kong
9. 另類吸煙產品轉運監管計劃登記號碼  
Alternative Smoking Product Transhipment Control Scheme registration number
10. 航班編號  
Flight number
11. 空運提單編號  
Air waybill number
12. 航班預計出發日期  
Expected departure date of the flight
13. 副空運提單編號（如適用）  
House waybill number (if applicable)
14. 由衛生署發出的許可證編號 / 由工業貿易署根據轉運貨物豁免許可證方案發出的豁免證書編號（如適用）  
Licence number(s) issued by the Department of Health / Certificate of Exemption Number issued by the Trade and Industry Department under the Transhipment Cargo Exemption Scheme (if applicable)

海空轉運另類吸煙產品 For Sea-to-air Transhipment of ASP

經空運貨物清關系統提交預報資料

**Advance data submission via Air Cargo Clearance System**

1. 航空公司代碼及航班編號  
Airline code and flight number
2. 預定到達日期  
Scheduled arrival date
3. 預計到達日期及時間  
Estimated arrival date and time
4. 主空運提單/副空運提單  
Master air waybill/ house waybill
5. 進口商名稱  
Importer name
6. 進口商地址  
Importer address
7. 托運人名稱  
Shipper name
8. 托運人地址  
Shipper address
9. 貨物說明  
Description
10. 航班行程  
Flight itinerary
11. 優先指標  
Priority indicator
12. 機種  
Aircraft type
13. 貨物指標  
Cargo indicator
14. 空運提單及副空運提單列明的進口貨物詳細報告數目  
Total number of Import Consignment Details Report (“CNR”) on air waybill and house waybill
15. 合併進口貨物詳細報告數目  
Total number of consolidated CNR
16. 進口貨物詳細報告數目  
Total number of CNR
17. 核對總和  
Hash total



18. 貨運公司代碼  
Handling cargo operator code
19. 船隻牌照登記號碼或海事處參考編號  
License number or Marine Department reference (“Vessel ID”)
20. 船隻名稱  
Vessel name
21. 船程編號  
Voyage number
22. 船隻代號 (如適用)  
Call sign of vessel (if applicable)
23. 托運代理人名稱 (如適用)  
Name of shipping agent (if applicable)

附錄 N：運輸及裝運文件與資料  
Appendix N: Shipping Documents and Information

陸空轉運另類吸煙產品 For Land-to-air Transhipment of Alternative Smoking Product (“ASP”)

| 運輸及裝運文件<br>Shipping documents  | 其他資料 Other information  |
|--|---|
| <ol style="list-style-type: none"> <li>1. 全程提單<br/>Through bill of lading</li> <li>2. 貨物艙單<br/>Cargo manifest</li> <li>3. 裝箱單<br/>Packing list</li> <li>4. 發票<br/>Invoice</li> </ol>   | <ol style="list-style-type: none"> <li>1. 另類吸煙產品轉運監管計劃登記號碼<br/>Alternative Smoking Product Transhipment Control Scheme (“ATCS”) registration number</li> <li>2. 海關貨物編號<br/>Customs cargo reference number (“CCRN”)</li> <li>3. 司機姓名<br/>Driver name</li> <li>4. 登記車牌號碼<br/>Vehicle registration number</li> <li>5. 貨櫃號碼 (如有)<br/>Container number (if any)</li> <li>6. 貨櫃門栓封條號碼<br/>Container bolt seal number</li> <li>7. 另類吸煙產品數量 (以每件計)<br/>Quantity of ASP in unit level</li> </ol> |
| <p>含尼古丁的另類吸煙產品所須的附加文件<br/><b>Additional documents required for nicotine-containing ASPs</b></p>  |   |
| <p>轉運貨物豁免許可證方案：<br/>Transhipment Cargo Exemption Scheme (TCES):</p> <ol style="list-style-type: none"> <li>1. 工業貿易署根據轉運貨物豁免許可證方案發出的豁免證書 (適用於已登記轉運貨物豁免許可證方案的登記營運人)；或<br/>Certificate of Exemption issued by the Trade and Industry Department under the TCES (applicable to registered operators who have been registered under the TCES); or</li> </ol> <p>衛生署簽發的許可證：<br/>Licence issued by the Department of Health:</p> <ol style="list-style-type: none"> <li>1. 由目的地國家的相關部門發出的進口許可 / 不反對通知書<br/>Proof of permission to import/indication of no objection from relevant authority</li> <li>2. 登記營運人簽署的承諾書 (附錄 P)<br/>Undertaking signed by registered operators (Appendix P)</li> </ol> |   |

3. 已填妥的進口證（表格3）及出口證（表格6）  
Completed Import Licence (“Form 3”) and Export Licence (“Form 6”)
4. 批發商牌照副本  
Copy of Wholesale dealer licence
5. 其他：相關產品不含煙草成份的證明文件  
Others: documentary proof of the product being tobacco free

**備註 Remarks:**

1. 發送給香港海關的電子郵件主題應包括另類吸煙產品轉運監管計劃登記號碼、全程提單號碼和海關貨物編號(例如：ASPXXXXYYY\_BOL-1234\_1234567890)。  
The subject of the email to be sent to the Customs and Excise Department (“C&ED”) shall contain ATCS registration number, through bill of lading number and CCRN number (e.g. ASPXXXXYYY\_BOL-1234\_1234567890).
2. 提交給香港海關的資料必須真實無誤。  
The information provided to the C&ED shall be true and correct.

**海空轉運另類吸煙產品 For Sea-to-air Transhipment of ASP**

| <p style="text-align: center;"><b>運輸及裝運文件</b><br/><b>Shipping documents</b></p>   | <p style="text-align: center;"><b>其他資料 Other information</b></p>  |
|---|---|
| <ol style="list-style-type: none"> <li>1. 全程提單<br/>Through bill of lading</li> <li>2. 貨物艙單<br/>Cargo manifest</li> <li>3. 裝箱單<br/>Packing list</li> <li>4. 發票<br/>Invoice</li> </ol>  | <ol style="list-style-type: none"> <li>1. 另類吸煙產品轉運監管計劃登記號碼<br/>ATCS registration number</li> <li>2. 船隻名稱及識別碼<br/>Vessel name and number</li> <li>3. 航程資料<br/>Voyage information</li> <li>4. 船員名單<br/>Crew list</li> </ol>   |
| <p style="text-align: center;"><b>含尼古丁的另類吸煙產品所須的附加文件</b><br/><b>Additional documents required for nicotine-containing ASPs</b></p>  | <ol style="list-style-type: none"> <li>5. 空運提單<br/>Air waybill number</li> </ol>  |
| <p>轉運貨物豁免許可證方案：<br/>Transhipment Cargo Exemption Scheme (TCES):</p> <ol style="list-style-type: none"> <li>1. 工業貿易署根據轉運貨物豁免許可證方案發出的豁免證書（適用於已登記轉運貨物豁免許可證方案的登記營運人）；或<br/>Certificate of Exemption issued by the Trade and Industry Department under the TCES (applicable to registered operators who have been registered under the TCES); or</li> </ol> <p>衛生署簽發的許可證：<br/>Licence issued by the Department of Health:</p> <ol style="list-style-type: none"> <li>1. 由目的地國家的相關部門發出的進口許可 / 不反對通知書<br/>Proof of permission to import/indication of no objection from relevant authority</li> <li>2. 登記營運人簽署的承諾書（附錄P）<br/>Undertaking signed by the registered operators (Appendix P)</li> <li>3. 已填妥的進口證（表格3）及出口證（表格6）<br/>Completed Import Licence (“Form 3”) and Export Licence (“Form 6”)</li> </ol> | <ol style="list-style-type: none"> <li>6. 由工業貿易署根據轉運貨物豁免許可證方案發出的豁免證書編號（適用於登記營運人如接受「轉運貨物豁免許可證方案」的登記人（貨運／航空／船務公司）所委託）<br/>Certificate of Exemption Number issued by the Trade and Industry Department under the Transhipment Cargo Exemption Scheme (applicable to the registered operators who have been appointed by the TCES registrants (i.e. freight forwarders/airlines/shipping companies))</li> </ol> |

|  |  |
|--|--|
| <p>4. 批發商牌照副本<br/>Copy of Wholesale dealer licence</p> <p>5. 其他：相關產品不含煙草成份的證明文件<br/>Others: documentary proof of the product being tobacco free</p>  |  |
| <p>Remarks:</p> <p>1. 發送給香港海關的電子郵件主題應包括另類吸煙產品轉運監管計劃登記號碼和空運提單號碼 (例如：ASPXXXXYYY_123-45678901)。<br/>The subject of the email to be sent to the C&amp;ED shall contain ATCS registration number and air waybill number (e.g. ASPXXXXYYY_123-45678901).</p> <p>2. 提交給香港海關的資料必須真實無誤。<br/>The information provided to the C&amp;ED shall be true and correct.</p> |  |

附錄 O：指定路線  
Appendix O: Designated Routing

另類吸煙產品轉運監管計劃 - 陸空轉運

For Land-to-air Transshipment of Alternative Smoking Product

路線 1 Route 1

起點 From：深圳灣管制站 Shenzhen Bay Control Point

終點 To：香港國際機場 Hong Kong International Airport

途經 Via：

- 深圳灣公路大橋 Shenzhen Bay Bridge
- 港深西部公路 Kong Sham Western Highway
- 屯門公路 Tuen Mun Road
- 屯門至赤鱸角連接路 Tuen Mun – Chek Lap Kok Link



## 路線 2 Route 2

起點 From：深圳灣管制站 Shenzhen Bay Control Point

終點 To：香港國際機場 Hong Kong International Airport

途經 Via：

- 深圳灣公路大橋 Shenzhen Bay Bridge
- 港深西部公路 Kong Sham Western Highway
- 九號幹線 Route 9
- 大欖隧道 Tai Lam Tunnel
- 青馬大橋 Tsing Ma Bridge
- 八號幹線 Route 8



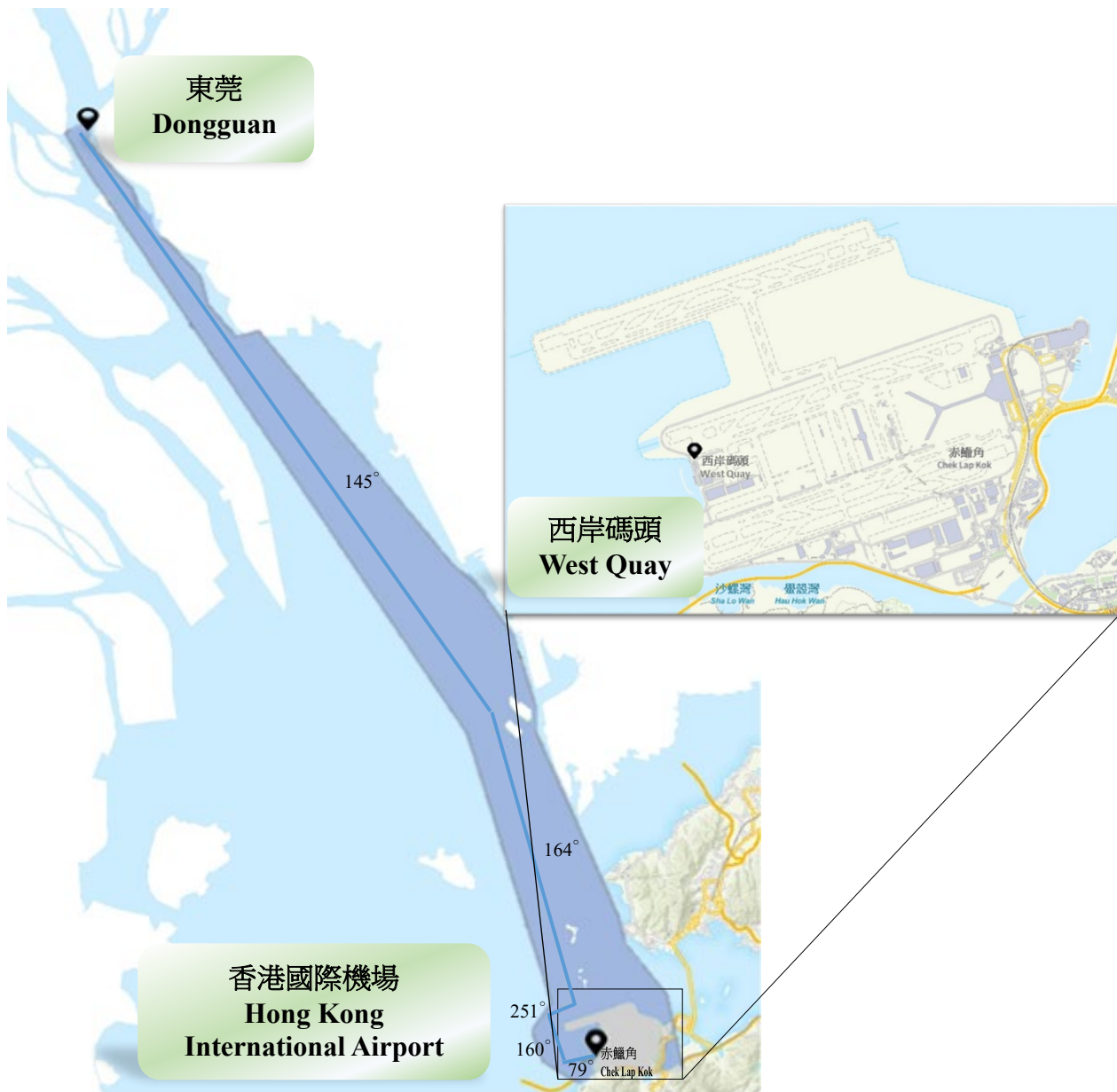
另類吸煙產品轉運監管計劃 - 海空轉運

For Sea-to-air Transhipment of Alternative Smoking Product

起點 From : 東莞 Dongguan

終點 To : 香港國際機場西岸碼頭 West Quay of the Hong Kong International Airport

途經 Via : 下圖陰影部分覆蓋的路線 Routing as shaded below



© The Government of the Hong Kong SAR



附錄 P：根據「另類吸煙產品轉運監管計劃」  
進口含尼古丁另類吸煙產品供出口用途的承諾書

**Appendix P: Undertaking in Respect of the Import for the Purpose of Export of  
Nicotine-containing Alternative Smoking Products Under the Alternative Smoking  
Product Transshipment Control Scheme**

**Form 1**

**Case Ref :**

**To: Commissioner of Customs and Excise**

**Undertaking In Respect of the Import for the Purpose of Export of Nicotine-  
containing Alternative Smoking Products Under the Alternative Smoking Product  
Transshipment Control Scheme**

Details of the Application and consignment [Please complete in BLOCK LETTERS and black ink].

(a) Date of Application : \_\_\_\_\_

(b) Name of Applicant : \_\_\_\_\_

(c) HKID/Passport No. : \_\_\_\_\_

(d) Contact No : \_\_\_\_\_

(e) Company : \_\_\_\_\_

(f) Shipment Description/ Name of Nicotine-containing Alternative Smoking Products :  
\_\_\_\_\_

(g) Container Serial No. : \_\_\_\_\_

(h) Quantity : \_\_\_\_\_

(i) Bill of lading No. : \_\_\_\_\_

(j) Country of final destination : \_\_\_\_\_

(k) Permission to Import / Indication of No Objection to import from receiving countries :  
Yes / No \*

(l) Mode of transshipment : Sea-to-air / land-to-air \*

I declare that I have obtained permission to import the above reported alternative smoking products from the receiving country namely, [e.g. Customs Authority of XXXXXX]. I undertake that the alternative smoking products in the shipment will not be imported to Hong Kong in the event that their entry into the receiving country is rejected.

Authorized signature with company chop : \_\_\_\_\_

Name of authorized person : \_\_\_\_\_

Position of authorized person : \_\_\_\_\_

Name of applicant : \_\_\_\_\_

Date : \_\_\_\_\_

\*Delete where appropriate

表格一

個案編號：  
致：香港海關關長

根據「另類吸煙產品轉運監管計劃」  
進口含尼古丁另類吸煙產品供出口用途的承諾書

申請資料及托運貨物詳情（英文請用大寫字母和黑色墨水填寫）。

- (a) 申請日期： \_\_\_\_\_
- (b) 申請人姓名： \_\_\_\_\_
- (c) 香港身份證／護照號碼： \_\_\_\_\_
- (d) 聯絡電話： \_\_\_\_\_
- (e) 公司名稱： \_\_\_\_\_
- (f) 貨物描述（含尼古丁另類吸煙產品名稱）： \_\_\_\_\_
- (g) 貨櫃編號： \_\_\_\_\_
- (h) 數量： \_\_\_\_\_
- (i) 提單編號： \_\_\_\_\_
- (j) 目的地國家： \_\_\_\_\_
- (k) 來自進口國的不反對或允許進口指示：            有 / 無\*
- (l) 轉運方式：    海空轉運 / 陸空轉運\*

本人聲明已獲得來自進口國（例如，XXXXXX 的海關機構）准許上述呈報含尼古丁另類吸煙產品的進口許可。本人承諾，在該另類吸煙產品無法進入進口國的情況下，不會將其進口至香港。

授權簽名及公司印章：

授權人姓名： \_\_\_\_\_

授權人職位： \_\_\_\_\_

申請人姓名： \_\_\_\_\_

日期： \_\_\_\_\_

\*刪去不適用者