

香港海關
CUSTOMS AND EXCISE DEPARTMENT
HONG KONG
香港法例第 109 章應課稅品條例
Dutiable Commodities Ordinance, Chapter 109
歸還稅款申請表
Application for Refund of Duty

1. 本人 謹代表
I _____ for and on behalf of _____
(申請人姓名 Full Name of Applicant)

(申請歸還稅款公司名稱 Full Name of Company Applying for Refund)

(申請歸還稅款公司地址 Address of Company Applying for Refund)

就下列貨物申請歸還稅款，並特此聲明有關貨物確已：

hereby apply for refund of duty paid in respect of the following goods and declare that the subject goods have been actually:

- 在海關關長事先同意下運送出口 / 銷毀 exported/destroyed with prior consent of the Commissioner
- 供領事使用 supplied for consular use
- 用作分析樣本 drawn as samples for analysis
- 用作製造應課稅貨品 used in the manufacture of dutiable goods
- 根據應課稅品條例附表第三部份供道路車輛使用
used in road vehicles in accordance with Part III of the Schedule to the Dutiable Commodities Ordinance
- 其他合理用途 Others _____

貨物名稱／應課稅品代號 <i>Description of Good(s)/Commodity Code(s)</i>	數量 <i>Quantity</i>	歸還稅款 <i>Duty to be Refunded</i>
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2. 申請歸還稅款的完稅貨物搬運許可證：
Duty-paid Permit(s) under claim:

3. 證明文件：
List of Supporting Document(s):

申請人簽署
Signature of Applicant _____

公司印章
Company Chop _____

電話
Tel No. _____

申請日期
Date _____

電郵地址
Email Address _____

選擇適用者
tick as appropriate

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有關許可證編號
Relevant Permit No. _____

第一部份 (由評估主任填寫) Part I (to be completed by the Assessment Officer)

茲計算上頁所列貨物歸還稅款如下：

Refund of duty on goods specified overleaf is calculated as follows:

總額 - 港幣
Total - Hong Kong Dollars _____

only.

HK\$ _____

<p>本人證明上頁所列貨物的稅款經已繳付，上述所計算的退稅總額，並無超過已繳的貨物稅款。 I certify that duty in respect of the goods specified overleaf has been paid and that the above refund amount calculated has not exceeded the duty which has been paid on the goods.</p> <p>評估主任簽署 Signature of Assessment Officer _____</p> <p>評估主任姓名 Name of Assessment Officer _____</p> <p>日期 Date _____</p>	<p>本人已查核以上的計算及歸還稅款/還款 _____ 元均屬正確無誤。 I have checked the above calculations which are in order and verified that refund/repayment of \$ _____ is correct.</p> <p>查核人員簽署 Signature of Counter-checking Officer _____</p> <p>查核人員姓名 Name of Counter-checking Officer _____</p> <p>日期 Date _____</p>
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第二部份 (由批核人員填寫) Part II (to be completed by Approving Officer)

本人授權就申請人於本申請表內所列貨物歸還稅款 _____ 元
I authorize the refund of duty amounting to \$ _____ in respect of the goods specified by
the applicant in this application form.

批核人員簽署
Signature of Approving Officer _____

批核人員姓名
Name of Approving Officer _____

日期
Date _____

有關收集個人資料的聲明

Personal Information Collection Statement

收集目的

1. 香港海關會使用透過本表格所獲得的個人資料及其後的資料更新作下列用途：
 - (a) 處理你向香港海關申請歸還稅款及其他與香港海關工作相關的事宜；及/或
 - (b) 方便香港海關與你聯絡。
2. 為方便資料處理以達致上述目的，所收集的資料可能會根據個人資料(私隱)條例(條例)所訂進行核對程序。核對程序指香港海關會根據申請人提供的個人資料與本部門，其他政府部門及機構的資料(例如犯罪紀錄)核對，以確保申請人合乎資格。
3. 你必須提供本表格所要求的個人資料。假如你未能提供充分資料，我們可能無法處理你的申請。

資料轉介

4. 在本申請表填報的資料可能會交給其他政府部門及機構，以達致上文第 1 段所載的目的；或給予法例授權可接收的其他人士。

查閱個人資料

5. 根據個人資料(私隱)條例第18條、第22條及附表1內第6原則的規定，你有權查閱及更改你的個人資料。查閱的權利包括索取此表格內填報的個人資料的副本。

查詢

6. 如欲查詢本表格所收集的個人資料，包括查閱及更改資料，請聯絡：
香港北角渣華道222號
海關總部大樓31樓
香港海關內務行政科
內務秘書
電話：3759 3841 傳真：3108 2305

Purpose of Collection

1. The personal data provided by means of this form as well as any updates of them will be used by the Customs and Excise Department for the following purposes:
 - (a) activities relating to the processing of your application for refund of duty and other duties performed by the Customs and Excise Department; and/or
 - (b) facilitating communication between the Customs and Excise Department and yourself.
2. Matching procedure within the meaning of the Personal Data (Privacy) Ordinance (the Ordinance) may be employed to facilitate the processing of the data for the above mentioned purposes. Matching procedure means the comparison of personal data provided by the applicant with the existing records (e.g. conviction record) kept by the Department, other departments/organisations to ensure that the applicant is satisfied with the requirements of the application.
3. It is obligatory for you to supply the personal data as required by this form. If you do not provide sufficient information, we may not be able to process your application.

Classes of Transferees

4. The personal data you provide by means of this form may be disclosed to other Government departments and agencies for the purposes mentioned in paragraph 1 above; or where such disclosure is authorized or required by law.

Access to Personal Data

5. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this form.

Enquiries

6. Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to:
Departmental Secretary
Office of Departmental Administration
Customs and Excise Department
31/F., Customs Headquarters Building,
222 Java Road,
North Point, Hong Kong
Telephone: 3759 3841 Fax: 3108 2305