

香港海關  
CUSTOMS AND EXCISE DEPARTMENT  
HONG KONG

應課稅品條例 (第 109 章)

Dutiable Commodities Ordinance (Chapter 109)

預約海關人員出勤

**Appointment for Customs Attendance**



熱線電話 Hotline

2424 4496

致 : 稅務監察及審計組(傳真號碼 : 3525 1290)  
To : Excise Compliance and Audit Division (Fax No. : 3525 1290)

由 From : \_\_\_\_\_  
電話 Tel. No. : \_\_\_\_\_  
傳真 Fax No. : \_\_\_\_\_  
電郵地址 Email Address : \_\_\_\_\_  
聯絡人 Contact Person: \_\_\_\_\_

請安排海關人員監督以下稅務工作 :

Please arrange a Customs officer to supervise the following excise operation:

- |                                                                |                                                                 |                                                                  |                                                                                                                                                                                                  |
|----------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> 抽取樣辦<br>Draw Sample                   | <input type="checkbox"/> 檢查貨物標記<br>Check Marking                | <input type="checkbox"/> 檢查應課稅品<br>Checking of<br>Dutiable Goods | <input type="checkbox"/> 刪除“HKDNP”字樣<br>Deletion of “HKDNP” Marks                                                                                                                                |
| <input type="checkbox"/> 押運應課稅品<br>Escort of<br>Dutiable Goods | <input type="checkbox"/> 放行應課稅品<br>Release of<br>Dutiable Goods | <input type="checkbox"/> 酒類變性<br>Denaturing of<br>Liquors        | <input type="checkbox"/> 銷毀應課稅品<br>請註明銷毀前工序:( _____ )<br>堆填地點: ( _____ )<br>DC Destruction<br>Please specify type of operation before destruction:<br>( _____ )<br>Location of dumping ( _____ ) |
| <input type="checkbox"/> 其他<br>Others<br>( _____ )             |                                                                 |                                                                  |                                                                                                                                                                                                  |

工序地點

Place of Operation: \_\_\_\_\_

日期 / 時間  
Date / Time: \_\_\_\_\_

應課稅品種類 / 數量  
Description / Qty of  
Dutiable Goods: \_\_\_\_\_

許可證編號  
Permit No.: \_\_\_\_\_

附註 Remarks :- \_\_\_\_\_

負責人簽署及公司印鑑

Signature and Company Chop

日期 Date: \_\_\_\_\_

只供香港海關填寫 **For official use only**

本署檔號 Our Ref. No. \_\_\_\_\_

確認上述預約。

Confirmation of the above appointment.

(  請選擇適用者加上 “√ ” 號 tick as appropriate)

CED 383 (Rev. 12/2020)

海關印鑑 Customs Chop

## 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) 處理有關你預約海關人員出勤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 of appointment for customs attendance 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