



香港認可經濟營運商計劃續期申請表
Renewal Application for the
Hong Kong Authorized Economic Operator (HKAEO) Programme

第 I 部 公司資料

Part I Company Information

1.	申請證書類別 (請在對應的方格內加上“✓”號) Type of HKAEO Certificate Applied (Please put a “✓” in the appropriate box)	
	<input type="checkbox"/> 第一級 Tier 1	<input type="checkbox"/> 第二級 Tier 2
2.	香港認可經濟營運商證書編號 HKAEO Certificate Number	
3.	公司名稱 Company Name	
	英文 In English	
	中文 In Chinese	
4.	營業地址 Business Address	
	辦事處 Office(s)	
	貨倉 Warehouse(s)	
	廠房 Manufacturing plant(s)	
5.	申請聯絡人 Contact Person (for this application)	
	姓名 Name	
	職位 Designation	
	電話 Phone number	
	傳真 Fax number	
	電郵 Email address	

第 II 部 聲明

Part II Declaration

本人謹此聲明，在本申請書及隨申請書附上的所有文件載列的資料，均屬真確無訛。

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

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

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

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

本人已閱讀及明白本申請表第IV部的「個人資料收集聲明」。

I have read and understood the "Personal Information Collection Statement" stated in Part IV.

本人明白及同意香港海關在有需要時，查核本人所提交與本申請有關的所有資料。

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

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簽署 **Signature ***

(姓名全寫 **Full Name**)

公司名稱及蓋章 **Company Name and Chop**

職位 **Position in Company**

日期 **Date**

* 除獨資經營或合夥經營外，本申請書的簽署人須獲得其公司董事的書面授權，才可提出是項申請，並代表公司行事。

Except for sole proprietorship, the person who signs this application shall produce a written authorization from the board of directors / any partner to sign this application for and on behalf of the company.

第 III 部 自我評估問卷

Part III Self-Assessment Questionnaire

(A) 海關規定的信用證明 Customs Compliance		是 / 否 Yes / No	如果答案為“是”，請提供自上次向海關提交以來的最新資料/文件 If the answer is “Yes”, please provide up-to-date information / documents since last submission to C&ED
1	<p>你的公司及／申請人業務的董事／合夥人／獨資經營者／負責人，在過去兩年是否有因干犯任何海關負責執行的法例所訂罪行或其他涉及欺詐、貪污或不誠實的罪行而被定罪或票控？</p> <p>Have your company and / or the directors / partners / sole proprietor / persons in charge of the business been convicted of or summonsed for any Customs offences or other offences involving fraudulence, corruption or dishonesty in the past two years?</p>	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
2	<p>你的公司及／申請人業務的董事／合夥人／獨資經營者／負責人，是否有變動？</p> <p>Are there any changes of the directors / partners / sole proprietor / person in charge of your company?</p>	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	

(B) 備存良好的商業紀錄管理系統 Maintenance of Commercial Records		是 / 否 Yes / No	如果答案為“是”，請提供自上次向海關提交以來的最新資料/文件 If the answer is “Yes”, please provide up-to-date information / documents since last submission to C&ED
1	<p>你們在保存與貨物進出口有關的商業記錄、授權、執照、許可證、證書或其他相關文件方面的記錄系統是否有任何變化？</p> <p>Are there any changes of your record system in maintaining commercial records, authorizations, licences, permits, certificates or other relevant documents relating to the importation or exportation of goods?</p>	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	

(B) 備存良好的商業紀錄管理系統 Maintenance of Commercial Records		是 / 否 Yes / No	如果答案為“是”，請提供自上次向海關提交以來的最新資料/文件 If the answer is “Yes”, please provide up-to-date information / documents since last submission to C&ED
2	<p>以下方面是否有任何變化：</p> <ul style="list-style-type: none"> ● 系統和記錄的內部稽核程序； ● 商業記錄的控制機制；和 ● 與保護電子化記錄系統有關的安全措施？ <p>Are there any changes of the:</p> <ul style="list-style-type: none"> ● internal audit procedures on systems and records; ● control mechanism of commercial records; and ● security measures relating to the protection of computerized record system? 	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	

(C) 企業財務健全 Financial Soundness		是 / 否 Yes / No	如果答案為“是”，請提供自上次向海關提交以來的最新資料/文件 If the answer is “Yes”, please provide up-to-date information / documents since last submission to C&ED
1	<p>對於有限公司： 您是否有審計報告的副本，或任何其他可以顯示貴公司過去兩個財政年度財務狀況的文件？</p> <p>對於獨資經營者/合夥公司： 您是否有以下財務文件來證明貴公司的財務穩健性？</p> <ul style="list-style-type: none"> ● 專業會計師報告或任何其他反映貴公司最近兩個財政年度財務狀況的文件；或者 ● 未經審計的財務報表（由公司獨資經營者/所有合夥人認證）以及過去兩個財政年度的其他財務文件 	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	

(C) 企業財務健全 Financial Soundness		是 / 否 Yes / No	如果答案為“是”，請提供自上次向海關提交以來的最新資料/文件 If the answer is “Yes”, please provide up-to-date information / documents since last submission to C&ED
	<p>For Limited Company: Do you have a copy of the Auditor’s Reports, or any other documents that can show the financial status of your company, for the last two financial years?</p> <p>For Sole Proprietor / Partnership Company: Do you have the following financial documents to justify the financial soundness of your company?</p> <ul style="list-style-type: none"> • Professional Accountant’s Reports or any other documents that reflect the financial status of your company for the last two financial years; or • unaudited financial statements (certified by the sole proprietor / all partners of the company) and other financial documents covering the last two financial years 		

(D) 場所安全及進出管制 Premises Security and Access Control		是 / 否 Yes / No	如果答案為“是”，請提供自上次向海關提交以來的最新資料/文件 If the answer is “Yes”, please provide up-to-date information / documents since last submission to C&ED
1	<p>場所進出監控/控制措施是否有任何重大的實體變化？</p> <p>Are there any significant physical changes of the premises access monitoring / control measures?</p>	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
2	<p>場所安全和進出控制措施是否有任何程序變更？</p> <p>Are there any procedural changes of the premises security and access control measures?</p>	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	

(E) 人員安全 Personnel Security		是 / 否 Yes / No	如果答案為“是”，請提供自上次向海關提交以來的最新資料/文件 If the answer is “Yes”, please provide up-to-date information / documents since last submission to C&ED
1	<p>機制是否有任何變化：</p> <ul style="list-style-type: none"> ● 工作人員刑事定罪聲明； 和 ● 員工的控制和進入公司場所的監控？ <p>Are there any changes of the mechanism on the:</p> <ul style="list-style-type: none"> ● staff declaration of criminal conviction; and ● control and monitoring of staff access to company premises? 	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	

(F) 貨物安全 Cargo Security		是 / 否 Yes / No	如果答案為“是”，請提供自上次向海關提交以來的最新資料/文件 If the answer is “Yes”, please provide up-to-date information / documents since last submission to C&ED
1	<p>以下方面是否有任何變化：</p> <ul style="list-style-type: none"> ● 維護貨物完整性的安全政策手冊或指南； ● 處理貨物操作過程中的違規行為的程序； 和 ● 貨物儲存和庫存保存的檢查和審核程序？ <p>Are there any changes of the:</p> <ul style="list-style-type: none"> ● security policy manual or guidelines for upholding cargo integrity; ● procedures on handling irregularities during cargo operations; and ● procedures on inspecting and auditing cargo storages and inventory kept? 	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	

(G) 貨運工具的安全 Conveyance Security		是 / 否 Yes / No	如果答案為“是”，請提供自上次向海關提交以來的最新資料/文件 If the answer is “Yes”, please provide up-to-date information / documents since last submission to C&ED
1	<p>以下方面是否有任何變化：</p> <ul style="list-style-type: none"> ● 維護運輸安全的安全政策手冊或指南； ● 運輸活動和貨物狀況的追蹤和監控機制； 和 ● 貨物運輸過程中異常狀況的處理程序？ <p>Are there any changes of the:</p> <ul style="list-style-type: none"> ● security policy manual or guidelines for upholding conveyance security; ● tracking and monitoring mechanism of conveyance activities and cargo situations; and ● procedures on handling irregularities during cargo conveyance? 	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	

(H) 業務夥伴安全 Business Partner Security		是 / 否 Yes / No	如果答案為“是”，請提供自上次向海關提交以來的最新資料/文件 If the answer is “Yes”, please provide up-to-date information / documents since last submission to C&ED
1	<p>以下方面是否有任何程序變更：</p> <ul style="list-style-type: none"> ● 業務夥伴的篩選與選擇過程； 和 ● 業務夥伴績效考核機制？ <p>Are there any procedural changes of the:</p> <ul style="list-style-type: none"> ● screening and selection process of business partners; and ● reviewing mechanism for the performance of business partners? 	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	

(H) 業務夥伴安全 Business Partner Security		是 / 否 Yes / No	如果答案為“是”，請提供自上次向海關提交以來的最新資料/文件 If the answer is “Yes”, please provide up-to-date information / documents since last submission to C&ED
2	<p>以下方面是否有任何變化：</p> <ul style="list-style-type: none"> ● 供應鏈相關業務夥伴數量；和 ● 已納入業務夥伴的合約/協議/聲明中的安全要求？ <p>Are there any changes of the:</p> <ul style="list-style-type: none"> ● number of supply chain related business partners; and ● security requirements that have been incorporated into the contracts / agreements / declarations for business partners? 	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	

(I) 保安教育及培訓 Security Education and Training		是 / 否 Yes / No	如果答案為“是”，請提供自上次向海關提交以來的最新資料/文件 If the answer is “Yes”, please provide up-to-date information / documents since last submission to C&ED
1	<p>以下方面是否有任何變化：</p> <ul style="list-style-type: none"> ● 員工安全訓練政策與計畫；和 ● 保存培訓記錄及相關培訓教材的系統？ <p>Are there any changes of the:</p> <ul style="list-style-type: none"> ● security training policy and programmes for staff; and ● system in keeping training records and relevant training materials? 	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	

(J) 資料交換、存取及保密性 Information Exchange, Access and Confidentiality		是 / 否 Yes / No	如果答案為“是”，請提供自上次向海關提交以來的最新資料/文件 If the answer is “Yes”, please provide up-to-date information / documents since last submission to C&ED
1	<p>以下方面是否有任何程序變更：</p> <ul style="list-style-type: none"> ● 維護貨物資訊完整性的安全政策和控制措施；和 ● 敏感資料的控制機制？ <p>Are there any procedural changes of the:</p> <ul style="list-style-type: none"> ● security policy and control measures in upholding cargo information integrity; and ● controlling mechanism of sensitive data? 	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
2	<p>業務資料備份設施的結構是否有變化？</p> <p>Are there any structural changes of the business data back-up facilities?</p>	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	

(K) 危機管理及事故復原 Crisis Management and Incident Recovery		是 / 否 Yes / No	如果答案為“是”，請提供自上次向海關提交以來的最新資料/文件 If the answer is “Yes”, please provide up-to-date information / documents since last submission to C&ED
1	<p>應急計劃是否有任何程序變更以應對危機並確保業務連續性？</p> <p>Are there any procedural changes of the contingency plan to deal with crisis and ensure business continuity?</p>	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
2	<p>事件調查及審查機制有何變化？</p> <p>Are there any changes in the incident investigation and review mechanism?</p>	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
3	<p>是否正在實施任何額外的緊急措施（以及相關的訓練和演習）？</p> <p>Are there any additional contingency measures (together with relevant trainings and drills) being implemented?</p>	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	

(L) 評鑑、分析及改善 Measure, Analysis and Improvement		是 / 否 Yes / No	如果答案為“是”，請提供自上次 向海關提交以來的最新資料/文件 If the answer is “Yes”, please provide up-to-date information / documents since last submission to C&ED
1	安全風險評估機制是否有改變？ Are there any changes of the mechanism in assessing security risks?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
2	安全管理系統是否有任何變更以審查政策/政策的實踐？ Are there any changes of the security management system to review policies / practices?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
3	在加強整體安全體系方面有什麼新的、重要的措施或建議嗎？ Are there any new and significant measures or recommendations for enhancing overall security system?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	

補充資料（如有）：

Supplementary information, if any:

第 IV 部 個人資料收集聲明

Part IV Personal Information Collection Statement

收集資料的目的

Purpose of Collection

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

接受轉交資料的機構類別

Classes of Transferees

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

查閱及改正個人資料

Access to and Correction of Personal Data

4. 根據《個人資料（私隱）條例》，你有權查閱及改正你的個人資料。你的查閱權利包括有權獲得本申請表內你的個人資料的副本。根據有關條例的條款，本部門可以就處理你提出查閱資料的要求，向你收取合理費用。

Under the Personal Data (Privacy) Ordinance, you have a right of access to and correction of your personal data. Your right of access includes the right to obtain a copy of your personal data provided in this form. In accordance with the terms of the Ordinance, we have the right to charge a reasonable fee for the processing of any data access request.

5. 有關查閱本申請表的個人資料，包括查閱或改正資料，可向下列人員提出：
Enquiries concerning the personal data collected by this form, including the request for access to and correction of personal data, should be addressed to:

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

Mail: 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

Telephone: (852) 3759 3841

Telephone: (852) 3759 3841

Fax: (852) 3108 2305

Fax: (852) 3108 2305