



香港认可经济营运商计划续期申请表
Renewal Application for the
Hong Kong Authorized Economic Operator (HKAEO) Programme

第 I 部 公司资料

Part I Company Information

1.	申请证书类别 (请在对应的方格内加上 “✓” 号) Type of HKAEO Certificate Applied <i>(Please put a “✓” in the appropriate box)</i>	
	<input type="checkbox"/> 第一级 Tier 1	<input type="checkbox"/> 第二级 Tier 2
2.	香港认可经济营运商证书编号 HKAEO Certificate Number	
3.	公司名称 Company Name	
	英文 In English	
	中文 In Chinese	
4.	营业地址 Business Address	
	办事处 Office(s)	
	货仓 Warehouse(s)	
	厂房 Manufacturing plant(s)	
5.	申请联络人 Contact Person (for this application)	
	姓名 Name	
	职位 Designation	
	电话 Phone number	
	传真 Fax number	
	电邮 Email address	

第 II 部 声明

Part II Declaration

本人谨此声明，在本申请书及随申请书附上的所有文件载列的资料，均属真确无讹。

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

在提交本申请书以申请参加香港认可经济营运商计划时，本人确认明白及接纳下列条款及条件：

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:

- 按照香港认可经济营运商计划指引（本指引），对本人公司的简介、内部政策、运作程序及 / 或其他保安及安全措施进行自我评估；
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);
- 将自我评估的结果记录，以查核是否已符合本指引的规定，及 / 或根据本人公司的业务模式，以评定供应链所存在的风险；
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;
- 在是项申请中，向香港海关（海关）提交填妥的续期申请表、在第III部的自我评估问卷，及本指引内列明的证明文件；
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);
- 若续期申请表及其他文件内所申报的资料有任何更改，应在审核文件 / 实地评审进行前或其间立即通知海关；
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);
- 在海关进行文件审核 / 于本人公司进行实地评审时，提供足够及合理的协助；以及
To offer adequate and reasonable assistance to C&ED on documentary check(s) / on-site validation(s); and
- 在获得认证后，让海关在其网页内公布本人公司名称。
To allow C&ED to publish on its homepage the name of my company once accredited.

本人已阅读及明白本申请表第IV部的「个人资料收集声明」。

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

本人明白及同意香港海关在有需要时，查核本人所提交与本申请有关的所有资料。

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

()

签署 **Signature ***
(姓名全写 **Full Name**)

公司名称及盖章 **Company Name and Chop**

职位 **Position in Company**

日期 **Date**

* 除独资经营或合伙经营外，本申请书的签署人须获得其公司董事的书面授权，才可提出是项申请，并代表公司行事。

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 自我评估问卷

Part III Self-Assessment Questionnaire

(A) 海关规定的信用证明 Customs Compliance		是 / 否 Yes / No	如果答案为“是”，请提供自上次向海关提交以来的最新资料/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 / 申请人业务的董事 / 合伙人 / 独资经营者 / 负责人，在过去两年是否有因干犯任何海关负责执行的法例所订罪行或其他涉及欺诈、贪污或不诚实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 / 申请人业务的董事 / 合伙人 / 独资经营者 / 负责人，是否有变动？</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) 备存良好的商业纪录管理系统 Maintenance of Commercial Records		是 / 否 Yes / No	如果答案为“是”，请提供自上次向海关提交以来的最新资料/文件 If the answer is “Yes”, please provide up-to-date information / documents since last submission to C&ED
1	<p>你们在保存与货物进出口有关的商业记录、授权、执照、许可证、证书或其他相关文件方面的记录系统是否有任何变化？</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) 备存良好的商业纪录管理系统 Maintenance of Commercial Records		是 / 否 Yes / No	如果答案为“是”，请提供自上次向海关提交以来的最新资料/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变化：</p> <ul style="list-style-type: none"> ● 系统和记录的内部稽核程序； ● 商业记录的控制机制； 和 ● 与保护电子化记录系统有关的安全措施？ <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) 企业财务健全 Financial Soundness		是 / 否 Yes / No	如果答案为“是”，请提供自上次向海关提交以来的最新资料/文件 If the answer is “Yes”, please provide up-to-date information / documents since last submission to C&ED
1	<p>对于有限公司： 您是否有审计报告的副本，或任何其他可以显示贵公司过去两个财政年度财务状况的文件？</p> <p>对于独资经营者/合伙公司： 您是否有以下财务文件来证明贵公司的财务稳健性？</p> <ul style="list-style-type: none"> ● 专业会计师报告或任何其他反映贵公司最近两个财政年度财务状况的文件； 或者 ● 未经审计的财务报表（由公司独资经营者/所有合伙人认证）以及过去两个财政年度的其他财务文件 	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	

(C) 企业财务健全 Financial Soundness		是 / 否 Yes / No	如果答案为“是”，请提供自上次向海关提交以来的最新资料/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) 场所安全及进出管制 Premises Security and Access Control		是 / 否 Yes / No	如果答案为“是”，请提供自上次向海关提交以来的最新资料/文件 If the answer is “Yes”, please provide up-to-date information / documents since last submission to C&ED
1	<p>场所进出监控/控制措施是否有任何重大的实体变化?</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>场所安全和进出控制措施是否有任何程序变更?</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) 人员安全 Personnel Security		是 / 否 Yes / No	如果答案为“是”，请提供自上次向海关提交以来的最新资料/文件 If the answer is “Yes”, please provide up-to-date information / documents since last submission to C&ED
1	<p>机制是否有任何变化：</p> <ul style="list-style-type: none"> ● 工作人员刑事定罪声明； 和 ● 员工的控制和进入公司场所的监控？ <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) 货物安全 Cargo Security		是 / 否 Yes / No	如果答案为“是”，请提供自上次向海关提交以来的最新资料/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变化：</p> <ul style="list-style-type: none"> ● 维护货物完整性的安全政策手册或指南； ● 处理货物操作过程中的违规行为的程序； 和 ● 货物储存和库存保存的检查和审核程序？ <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) 货运工具的安全 Conveyance Security		是 / 否 Yes / No	如果答案为“是”，请提供自上次向海关提交以来的最新资料/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变化：</p> <ul style="list-style-type: none"> ● 维护运输安全的安全政策手册或指南； ● 运输活动和货物状况的追踪和监控机制； 和 ● 货物运输过程中异常状况的处理程序？ <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) 业务伙伴安全 Business Partner Security		是 / 否 Yes / No	如果答案为“是”，请提供自上次向海关提交以来的最新资料/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变更：</p> <ul style="list-style-type: none"> ● 业务伙伴的筛选与选择过程； 和 ● 业务伙伴绩效考核机制？ <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) 业务伙伴安全 Business Partner Security		是 / 否 Yes / No	如果答案为“是”，请提供自上次向海关提交以来的最新资料/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变化：</p> <ul style="list-style-type: none"> ● 供应链相关业务伙伴数量； 和 ● 已纳入业务伙伴的合约/协议/声明中的安全要求？ <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) 保安教育及培训 Security Education and Training		是 / 否 Yes / No	如果答案为“是”，请提供自上次向海关提交以来的最新资料/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变化：</p> <ul style="list-style-type: none"> ● 员工安全训练政策与计划； 和 ● 保存培训记录及相关培训教材的系统？ <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) 资料交换、存取及保密性 Information Exchange, Access and Confidentiality		是 / 否 Yes / No	如果答案为“是”，请提供自上次向海关提交以来的最新资料/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变更：</p> <ul style="list-style-type: none"> ● 维护货物信息完整性的安全政策和控制措施； 和 ● 敏感资料的控制机制？ <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>业务资料备份设施的结构是否有变化？</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) 危机管理及事故复原 Crisis Management and Incident Recovery		是 / 否 Yes / No	如果答案为“是”，请提供自上次向海关提交以来的最新资料/文件 If the answer is “Yes”, please provide up-to-date information / documents since last submission to C&ED
1	<p>应急计划是否有任何程序变更以应对危机并确保业务连续性？</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>事件调查及审查机制有何变化？</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>是否正在实施任何额外的紧急措施（以及相关的训练和演习）？</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) 评鉴、分析及改善 Measure, Analysis and Improvement		是 / 否 Yes / No	如果答案为“是”，请提供自上次向海关提交以来的最新资料/文件 If the answer is “Yes”, please provide up-to-date information / documents since last submission to C&ED
1	安全风险评估机制是否有改变? Are there any changes of the mechanism in assessing security risks?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
2	安全管理系统是否有任何变更以审查政策/政策的实践? Are there any changes of the security management system to review policies / practices?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	
3	在加强整体安全体系方面有什么新的、重要的措施或建议吗? Are there any new and significant measures or recommendations for enhancing overall security system?	<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No	

补充资料（如有）：
Supplementary information, if any:

第 IV 部 个人资料收集声明

Part IV Personal Information Collection Statement

收集资料的目的

Purpose of Collection

1. 香港海关会将本申请表所提供的个人资料，用作下列一项或多项用途：
The personal data provided in this form will be used by the Customs and Excise Department for one or more of the following purposes:
 - 考虑及处理香港认可经济营运商计划的申请；
Considering and processing applications for the Hong Kong Authorized Economic Operator Programme;
 - 执行香港海关各项职务及职能；
Discharging various duties and functions of the Customs and Excise Department;
 - 便利你 / 贵公司与香港海关职员沟通；以及
Facilitating communications between you / your company and staff members of the Customs and Excise Department; and
 - 按照香港认可经济营运商计划指引及世界海关组织的保障及便利国际贸易标准框架的条文，便利与海外的海关当局进行认可经济营运商的相互认可协议及其后的相关安排。
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. 在本申请表提供不完整或不准确的资料可能会影响本部门对有关申请的考虑和处理，并且可能导致申请被延迟处理或否决。
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.

接受转交资料的机构类别

Classes of Transferees

3. 为执行上文第 1 段所述目的，或当法律予以授权或规定须作出披露时，在本申请表所提供的个人资料或会向其他政府决策局及部门 / 执法机构披露。
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.

查阅及改正个人资料

Access to and Correction of Personal Data

4. 根据《个人资料（私隐）条例》，你有权查阅及改正你的个人资料。你的查阅权利包括有权获得本申请表内你的个人资料的副本。根据有关条例的条款，本部门可以就处理你提出查阅资料的要求，向你收取合理费用。

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. 有关查阅本申请表个人资料，包括查阅或改正资料，可向下列人员提出：
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: 香港海关
内务行政科
行政主任（人事）3
香港北角渣华道 222 号
海关总部大楼 31 楼

Telephone: (852) 3759 3841

Telephone: (852) 3759 3841

Fax: (852) 3108 2305

Fax: (852) 3108 2305