



香港特別行政區政府 工業貿易署

Trade and Industry Department

The Government of the Hong Kong Special Administrative Region

(For official use only)

Date of Receipt : \_\_\_\_\_

Application No : W \_\_\_\_\_

**Customs Facilitation Measures for Wine Entering the Mainland through Hong Kong:**  
**Application for Registration as a Hong Kong Registered Wine Exporter**

\* Please attach separate sheets if the space provided for a particular item in the application form is insufficient.

**PART I GENERAL PARTICULARS**

- (1) Company Name <sup>(Note 1)</sup> : \_\_\_\_\_ (Chinese)  
 \_\_\_\_\_ (English)  
 (in block letters)
- (2) Business Address : \_\_\_\_\_  
 \_\_\_\_\_ (Chinese)  
 \_\_\_\_\_ (English)
- (3) Name of Contact Person : \_\_\_\_\_ (Chinese) \_\_\_\_\_ (English)  
 Tel No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_  
 Email (if applicable) : \_\_\_\_\_
- (4) Storage premises in Hong Kong for wine entering the Mainland through Hong Kong (if different from the business address above) : \_\_\_\_\_  
 \_\_\_\_\_
- (5) Business Registration No. : \_\_\_\_\_
- (6) Company No. of Certificate of Incorporation (if applicable) : \_\_\_\_\_
- (7) Date of Establishment (Day/Month/Year)<sup>(Note 2)</sup> : \_\_\_\_\_
- (8) Nature of Business :  Import/Export Trade (Wine)  
 (Please tick on the box(es))  Wholesale, Retail (Wine)  
 Transport & logistics, Storage (Wine)  
 Others (Please specify) : \_\_\_\_\_



## **Submission of Supporting Documents and Proof of Payment**

The duly completed application form shall be accompanied by the following supporting documents <sup>(Note 4)</sup> and proof of payment, and submitted to the Trade and Industry Department (the Department) in person (address: Textiles Trader Registration Office, 2/F, Trade and Industry Department Tower, 700 Nathan Road, Mongkok, Kowloon, Hong Kong):

- (a) a copy of the valid Business Registration Certificate of the applicant;
- (b) a copy of the ID card/passport of the signatory in Part II of this application form;
- (c) for sole proprietorships/partnerships: a copy of the “Certified Extract of Information on the Business Register” issued by the Business Registration Office; or  
for limited companies: (i) a copy of the Certificate of Incorporation and/or Certificate of Change of Name as appropriate; and (ii) a copy of the latest Annual Return under the Companies Ordinance;
- (d) supporting documents<sup>(Note 5)</sup> to substantiate the engagement of substantive business operation in wine; and
- (e) proof of payment (i.e. the fee demand note franked by the Department. Please refer to Annex IV of this circular for the payment procedures).

### **NOTE**

- Note 1 : Please provide the name of the applicant as shown on the Business Registration Certificate.
- Note 2 : The date of establishment should be the one as shown on the “Certified Extract of Information on the Business Register” (for sole proprietorships/partnerships) or the Certificate of Incorporation (for limited companies).
- Note 3 : This application must be signed by:
- i). for sole proprietorship: the proprietor;
  - ii). for partnership: one of the partners; or
  - iii). for limited company: a director or a responsible person authorised by the board of directors (a letter of authorisation is required to be provided in the latter case).
- Please sign the application in full signature (initial not accepted), and apply a clean and legible business chop.
- Note 4 : Where necessary, the Department may request the applicant to provide additional information and supporting documents.
- Note 5 : Substantive business operation in wine covers import and export trade, wholesale, retail, logistics and transport, storage and other supporting operation in wine. Applicants should submit copies of the commercial invoice of three different business transactions providing the aforesaid services to their clients during the 12 months prior to the submission of the application.

## **Important Note on Personal Data Collection**

The Trade and Industry Department (the Department) is committed to ensuring that all personal data submitted for application and renewal under the Registration Arrangement for Hong Kong Registered Wine Exporters are handled in accordance with the relevant provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

### **Purpose of Collection of Personal Data**

Personal data provided on the application forms for the Registration Arrangement for Hong Kong Registered Wine Exporters may include the name, HKID card/passport number and telephone number of the person who signs the form as well as the name(s), HKID card/passport number(s) of the sole proprietor, partners, shareholders and directors of the applicant concerned, etc. The registration may require the provision of the shareholder and director list which may show the names, addresses, nationalities, HKID card/passport numbers of the shareholders and the directors concerned, etc. The data will be used by the Department for consideration and processing of the application for registration and renewal as a Registered Wine Exporter, checking compliance with various administrative regulations, and for other related purposes. Incomplete or inaccurate information provided in the application forms may affect the consideration and processing of the applications, and may result in their being deferred or rejected, and/or other administrative action being taken against the parties concerned.

### **Transfer of Personal Data**

The data collected in the application forms for the Registration Arrangement for Hong Kong Registered Wine Exporters will be kept in confidence. They may however be disclosed to other government departments, or to third parties in Hong Kong or elsewhere, if such disclosure is necessary to facilitate consideration or processing of the applications, is in the interest of the trade in Hong Kong, is authorised or required by the law, or if explicit consent to such disclosure is given by the applicant/data subject.

### **Rights of Access to and Correction of Personal Data**

Applicants/data subjects whose personal data are collected by the Department may request access to them under the Personal Data (Privacy) Ordinance. A charge will be made to cover the cost of photocopying the data supplied. In addition, if the data subject considers that the data supplied to the Department is inaccurate, a request for correction of the personal data may be made in writing after a data access request has been complied with.

### **Contact Person**

Requests for access to personal data submitted under the Registration Arrangement for Hong Kong Registered Wine Exporters should be made in writing on the Data Access Request Form (No. OPS003 issued by the Privacy Commissioner), which is available at the Information Counter on G/F of the Trade and Industry Department and at the Trade and Industry Department Homepage (<http://www.tid.gov.hk/english/aboutus/form/publicform/others/index.html>), to the subject officer of the Registration Arrangement for Hong Kong Registered Wine Exporters (address: Room 1005, 10/F, Trade and Industry Department Tower, 700 Nathan Road, Mongkok, Kowloon, Hong Kong).