AUTHORISATION FORM FOR ELECTRONIC SUBMISSION OF CERTIFICATE OF HONG KONG ORIGIN – NEW ZEALAND (CO(NZ)) (REQUEST FOR AMENDMENT)

Certificate of Hong Kong Origin – New Zealand (CO(NZ)) **UCR:** |_|_|_|_|_|_|_|_|_|_|_|_|_|_| - |_|_|	**Approval No.:** |_|_|_|_|_|_|_|_|_|_|_|_|	**Date of Approval:** _____ **(DD/MM/YY)**

Supporting Document attached: (please tick the appropriate boxes)

☐ 202 EXPLANATORY LETTER FOR AMENDMENT REQUEST.
☐ 206 EXPLANATORY LETTER FOR EXPEDITIOUS APPLICATION.
☐ 207 EXPLANATORY LETTER (OTHERS).
☐ 208 COPY OF BUYER'S ORDER.
☐ 209 COPY OF PRODUCTION ORDER AND RECORDS.
☐ 210 COPY OF BUYER'S SHIPMENT INSTRUCTIONS.
☐ 211 COPY OF RELEVANT DOCUMENTS FROM OVERSEAS CUSTOMS.
☐ 212 COPY OF LETTER OF CREDIT (L/C).
☐ 213 COPY OF INVOICE.
☐ 214 COPY OF SHIPPING DOCUMENT: e.g. bill of lading / air waybill.
☐ 215 COPY OF PACKING LIST.
☐ 216 RELEVANT COPY OF CERTIFICATE OF ORIGIN.
☐ 217 COPY OF EXPORT LICENCE (EL) AND/OR OTHER TRADE DOCUMENTS.
☐ 219 COPY OF AUTHORISATION LETTER FROM REGISTERED BRAND NAME / TRADEMARK HOLDER.
☐ 220 COPY OF AUTHORISATION LETTER FROM COPYRIGHT HOLDER.
☐ HD3 OTHERS. PLEASE SPECIFY: _____

Reason Code for Expeditious Processing Request (please specify if the code for 'Others' is chosen):

Exporter Information to be amended

Exporter Name

Tel: **Fax:**

Particulars on Certificate Requiring Amendment	**Originally Declared**	**Amended To**

Details as circled on the attached MI message printout with UCR No.:
\|_\|_\|_\|_\|_\|_\|_\|_\|_\|_\|_\|_\|_\|_\| - \|_\|_\| with the print date of DD / MM / YY, duly endorsed by the signatory.

Manufacturer Information to be amended

(please complete this section on an additional form if more than 1 manufacturer is involved in the application).

Manufacturer Name

Tel: **Fax:**

Particulars on Certificate Requiring Amendment	**Originally Declared**	**Amended To**

Details as circled on the attached RMD message printout with UCR No.:
\|_\|_\|_\|_\|_\|_\|_\|_\|_\|_\|_\|_\|_\|_\| - \|_\|_\| **with the print date of DD / MM / YY, duly endorsed by the signatory.**

Exporter's E-Mail Address (For Emergency Contact)	**Exporter's Mobile Phone Number** (For Emergency Contact)

Exporter's Declaration

I, _____, HKID/Passport No.* _____, acting and signing for and on behalf of
(Name of Signatory)
_____, hereby declare that the particulars given above are true.
(Name of the Exporter)

I declare that I have read and understood the Note and the codes on page 2. I hereby authorize Global e-Trading Services Limited to send messages to the Government on the basis of the information declared on this form and to receive messages from the Government on behalf of the following company.

_____ _____ _____

Date Signature Business Chop

Note: All information declared in the fresh application including the declaration codes, other codes, if any, and any other information not stated in this amendment form will be retained in this amendment request and forwarded electronically by Global e-Trading Services Limited to the Government.

Manufacturer's Declaration (Please do not complete this section if only exporter's information is amended)

I, _____, HKID/Passport No.* _____, acting and signing for and on behalf of
(Name of Signatory)
_____, hereby declare that the particulars given overleaf are true.
(Name of the Manufacturer)

I declare that I have read and understood the Note and the codes on page 2. I hereby authorize Global e-Trading Services Limited to send (and to transform, where necessary) messages to the Government on the basis of the information declared on this form and to receive messages from the Government on behalf of the following company.

_____	_____	_____
Date	Signature	Business Chop

Note: All information declared in the fresh application including the declaration codes, other codes, if any, and any other information not stated in this amendment form will be retained in this amendment request and forwarded electronically by Global e-Trading Services Limited to the Government.
Remarks: Manufacturers and subcontractors have to ensure that the persons acting and signing for and on behalf of the manufacturers/subcontractors should be identical to the authorized signatories provided to the Trade and Industry Department else applications submitted will be deferred/rejected.

Subcontractor's Declaration (Please do not complete this section if only exporter's information is amended)

I, _____, HKID/Passport No.* _____, acting and signing for and on behalf of
(Name of Signatory)
_____, hereby declare that the particulars given overleaf are true.
(Name of the Subcontractor)

I declare that I have read and understood the Note and the codes on page 2. I hereby authorize Global e-Trading Services Limited to transform and send messages to the Government on the basis of the information declared on this form and to receive messages from the Government on behalf of the following company.

_____	_____	_____
Date	Signature	Business Chop

Note: All information declared in the fresh application including the declaration codes, other codes, if any, and any other information not stated in this amendment form will be retained in this amendment request and forwarded electronically by Global e-Trading Services Limited to the Government.
Remarks: Manufacturers and subcontractors have to ensure that the persons acting and signing for and on behalf of the manufacturers/subcontractors should be identical to the authorized signatories provided to the Trade and Industry Department else applications submitted will be deferred/rejected.

Expeditious Processing Request Reason Codes

Code	Description
101	To meet unexpected change of tight shipment schedule.
102	To meet urgent request of the overseas buyer for advanced delivery of goods.
103	To send samples urgently required by overseas buyers.
104	To facilitate clearance of consignments held up by overseas customs.
110	To meet the terms of Letter of Credit (L/C).
HD3	Others.

PERSONAL INFORMATION COLLECTION STATEMENT

Global e-Trading Services Limited (hereinafter referred to as "**Ge-TS**", "**we**", "**us**" and "**our**") values the privacy of your Personal Data and this statement (hereinafter referred to as the "**Statement**") serves as a notification pursuant to the requirements of the Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong).

Definitions

Under the Statement, unless the context otherwise requires, the following words and expression shall have the following meanings:

- "**Services**" means the Government Electronic Trading Services provided by Ge-TS in accordance with the agreement between the Government of the Hong Kong Special Administrative Region and Ge-TS.
- "**Personal Data**" means the data that may be collected or held by Ge-TS from time to time in connection with the registration and establishment of user accounts or the Services.
- "**Data Subject(s)**" means the user(s) of the Services.

Purposes of Collection and Use of Personal Data

- When Data Subject(s) use the Services, we may, in the course of and in relation to provision of the Services, collect and process Personal Data.
- The provision of Personal Data is mandatory for subscribing Ge-TS's Services for processing trade-related documents under the agreement between the Government of the Hong Kong Special Administrative Region and Ge-TS. If a Data Subject fails to provide necessary information and particulars, we may be unable to provide the Services in full and carry out related activities.
- We shall have the rights to collect, hold, process and use a Data Subject's Personal Data in accordance with this Statement.

With regard to the use of the Services, we may collect and use Personal Data for one or more of the following purposes:

- processing applications for the Services;
- providing the Services;
- communicating with Data Subjects or their authorized entities;
- maintaining usage or transaction history of Data Subjects for evaluating and improving the Services;
- marketing the Services from time to time by Ge-TS or its affiliated companies;
- distributing publications of Ge-TS or its affiliated companies;
- complying with laws, rules, regulations, codes of practice or guidelines;
- performing legal proceedings, including collecting overdue amounts;
- other purposes expressly agreed between Ge-TS and Data Subject(s);
- any lawful purposes for assisting in law enforcement and investigations; and
- any other ancillary purposes directly relating to the purposes listed above.

Types of Personal Data

Personal Data may be collected or held by Ge-TS from time to time in connection with the registration and establishment of user accounts or the provision of the Services for Data Subjects:

- full name of contact person;
- company name and/or business title of contact person;
- business registration number;
- correspondence address and/or residential address;
- e-mail address;
- telephone number;
- fax number;
- Hong Kong identity card number or travel document number; and
- login and password details in connection with Ge-TS sign-in function.

Disclosure and Transfer of Personal Data

Personal Data held by Ge-TS relating to Data Subjects will be kept confidential but Ge-TS may provide and disclose (as defined in the Personal Data (Privacy) Ordinance) Personal Data to the following parties for the purposes set out in "Purposes of Collection and Use of Personal Data" stated above:

- the Government of the Hong Kong Special Administrative Region;
- personnel, agents, advisers, auditors, contractors, financial institutions, and service providers in connection with Ge-TS's operations or Services;
- any Ge-TS affiliates;
- any agent, contractor or third-party service provider who provides administrative, research, distribution, data processing, computer, payment, debt collection or other services to support the operation of or in connection with the Services;
- any law enforcement or regulatory authority; and
- any person under a duty of confidentiality to any members of Ge-TS and its subsidiaries (including accountants, legal advisers and other advisers).

Transfer or disclose of Personal Data will only be made to one or more of the parties specified above. We shall not disclose or transfer Personal Data to any other party not specified above without the express consent of Data Subject(s).

Retention of Personal Data

All Personal Data will be retained for the duration as may be necessary for the above-mentioned purposes and for as long as required by applicable laws.

Data Subjects' Rights to their Personal Data

By using Ge-TS's Services, Data Subjects should acknowledge the collection and use of their Personal Data as outlined in this Statement. If a Data Subject does not agree with the use of his/her Personal Data as set out in this Statement, please do not use the Services.

Under the Personal Data (Privacy) Ordinance, a Data Subject has the right to:

- check whether we hold his/her Personal Data, and access such data;
- require us to correct inaccurate data; and
- ascertain our policies and practices in relation to Personal Data and the kind of Personal Data held by us.

(hereinafter referred to as "**request(s)**")

If you wish to exercise one of the above-mentioned rights and/or raise questions or complaints, please contact us at the following address:

Data Protection Officer
Global e-Trading Services Limited
22th Floor of Dah Sing Financial Tower,
No.36 Heung Yip Road
Wong Chuk Hang
Hong Kong

In accessing, updating, correcting and/or deleting your Personal Data, we may ask the Data Subject to authenticate his/her identity in order to protect the safety of the Personal Data.

To the extent permitted by relevant laws and regulations, we reserve the right to refuse unreasonable requests.

To the extent permitted by relevant laws and regulations, we reserve the right to charge a reasonable fee for the costs of processing any request.

[Last update: Aug 2026]

個人資料收集聲明

商貿易服務有限公司（下文簡稱「**商貿易**」或「**我們**」）重視　閣下的個人資料私隱。本聲明（下文簡稱「**聲明**」）旨在根據香港法例第 486 章《個人資料（私隱）條例》規定而發出通知。

釋義

根據聲明，除非文義另有所指，以下詞彙具有以下涵義：

- 「服務」指根據與香港特別行政區政府的協議由商貿易提供的政府電子貿易服務。
- 「個人資料」指商貿易可能不時就登記及建立用戶賬戶或服務而收集或持有的資料。
- 「資料當事人」指使用服務的用戶。

收集及使用個人資料的目的

- 當資料當事人使用服務時，我們可能於提供服務的過程中收集及處理個人資料。
- 根據香港特別行政區政府與商貿易的協議，登記服務以處理貿易相關文件時須提供個人資料。倘資料當事人未有提供所需資料及詳情，我們可能無法提供完整的服務及進行相關活動。
- 我們有權根據聲明收集、保存、處理及使用資料當事人的個人資料。

就使用服務而言，我們可就以下一項或多項目的收集及使用個人資料：

- 處理服務申請；
- 提供服務；
- 聯絡資料當事人或其授權團體；
- 維護資料當事人的使用或交易記錄以評估及改良服務；
- 透過商貿易或其聯屬公司不時營銷服務；
- 發佈商貿易或其聯屬公司的刊物；
- 遵守任何適用法律、規則、法規、行為準則或指引；
- 進行法律程序，包括追討逾期款項；
- 商貿易及資料當事人明確協定的其他目的；
- 任何協助執法或調查的合法目的；及
- 與上述目的直接相關的任何其他輔助用途。

個人資料類型

商貿易可能不時收集或持有個人資料，用於註冊和建立用戶帳戶或為資料當事人提供服務：

- 聯絡人全名；
- 聯絡人公司名稱及／或職銜；
- 商業登記號碼；
- 聯絡地址及／或住址；
- 電郵地址；
- 電話號碼；
- 傳真號碼；
- 香港身分證號碼或旅遊證件號碼；及
- 與商貿易登錄功能相關的登錄和密碼詳細信息。

披露及轉移個人資料

商貿易持有關於資料當事人的個人資料將予以保密，但根據上文「收集及使用個人資料的目的」所述，商貿易可向以下團體或人士提供及披露（定義見《個人資料(私隱)條例》）個人資料：

- 香港特別行政區政府；
- 與商貿易的業務或服務有關的工作人員、代理、顧問、核數師、承辦商、金融機構或服務提供者；
- 任何商貿易聯屬公司；
- 就支持服務的營運或與服務有關的事宜，向商貿易提供行政、研究、分銷、數據處理、電腦、付款、債務追討或其他服務的代理、承辦商或第三方服務提供者；
- 任何執法或監管機構；及
- 對商貿易及其附屬公司（包括會計師、法律顧問及其他顧問）的任何成員負有保密責任的人。

我們僅會向上述一個或多個團體或人士轉移或披露個人資料，在未取得資料當事人的明確同意下，我們將不會披露或轉移個人資料予其他上述未有提及之團體或人士。

保留個人資料

所有個人資料將在上述目的期限內及在適用法律要求的範圍內保留。

資料當事人對其個人資料的權利

資料當事人如使用服務，即表示確認我們可按聲明收集及使用其個人資料。如果資料當事人不同意我們按聲明使用他／她的個人資料，請勿使用服務。

根據《個人資料（私隱）條例》，資料當事人有權：

- 檢查我們是否持有他／她的個人資料及查閱該等資料；
- 要求我們更正不準確的資料；及
- 查明我們有關個人資料的政策及做法，以及我們所持有的個人資料的類型。

（下稱「**要求**」）

若　閣下希望行使上述任何一種權利及／或提出問題或投訴，請來函以下地址：

香港
黃竹坑香葉道 36 號
大新金融廣場 22 樓
商貿易服務有限公司
個人資料私隱主任

於存取、更新、修正及／或刪除　閣下的個人資料時，我們可能要求資料當事人核實其身分以保障個人資料安全。

在相關法律及法規允許的情況下，我們保留拒絕不合理要求的權利。

在相關法律及法規允許的情況下，我們保留就處理任何要求的成本收取合理費用的權利。

[更新日期：二零二六年八月]