Ge-TS 商貿易
Your Trusted Partner

AUTHORISATION FORM FOR ELECTRONIC SUBMISSION OF CERTIFICATE OF HONG KONG ORIGIN / CERTIFICATE OF PROCESSING * (REQUEST FOR PARTIAL APPLICATION)

(A) EXPORTER (MI Printout must be submitted when using this section)

Exporter (Name and Address)

BR No.: |_|_|_|_|_|_|_|_|_|-|_|_|_|
Tel: **Fax:**
E-Mail Address (For Emergency Only)**:**
Mobile Phone Number (For Emergency Only)**:**

UCR No. |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|-|_|_|

Print date: _____ **(DD/MM/YY)**

Consignee (Name and Address) if applicable
Consigned to the consignee / Consigned to the order of *

Country/Place Code:
Supplementary Information:

Notifying Party (Name and Address) if applicable

Country/Place Code:

Departure Date DD: MM: YYYY:	**Vessel / Flight / Vehicle No.**	**Destination Country/Place**
Mode of Transport * Air / Ocean / Rail / Road / River	**Port of Loading**	**Final Destination if on Carriage**
	Port of Discharge	

Product Description (to be printed on the certificate except for HS code & Category No.)

If the product description is the same as the goods description contained in the attached MI printout, please insert "same as goods description above".
Category No. (if applicable) & HS Code are still required. ↓↓

Item No.	Marks, Nos. & Container No.	No. & Type of Package	Product Description HS Code & Category No.	Item Quantity & Unit	Brand Names or Labels
1.					

Total No. & Type of Package:

FOB Value HK$ as per line item declared by Manufacturer:
1. 2. 3. 4. 5. **Total FOB Value HK$:**

For Certificate of Processing, please state: Place of manufacture: Processes carried out in HK:	**GACO Membership No.** (if applicable)	**Certificate to be collected at:**
	Issuing Organization:	

Supporting documents must be provided if expeditious processing / retrospective application is required. Supporting Document Codes: (please specify if the code for 'Others' is chosen)

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

Exporter's Special Request Code:

Exporter's Special Declaration / Statement, if any: (For providing supplementary text required where necessary, when other declaration codes are used)

Exporter's Declaration

Standard Declaration: T01 Other declaration codes if any _____

I _____. HKID/Passport No.* _____, acting and signing for and on behalf of
(Name of Signatory)
_____, make the following declarations and authorization:
(Name of the Exporter)

I hereby declare that the details and particulars of the goods manufactured / processed / produced by the Manufacturer for the current Certificate of Hong Kong Origin / Certificate of Processing application are as above and in the attached electronic Certificate of Origin message printout which is duly endorsed by the signatory on each page with the Unique Certificate of Origin Reference (UCR) Number and Message Sequence Number (MSN) quoted above on the form. I declare that I have read and understood the standard declarations and special codes on page 4 and the codes representing my declaration are as above. 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

Warning: The maximum penalty of making a false declaration in an application for the issue of a Certificate of Origin or for the substitution of goods in respect of a Certificate of Origin is $500,000 and two year's imprisonment.

* Delete if not applicable

(B) MANUFACTURER & SUBCONTRACTOR [IF INVOLVED]
(RMD printout must be submitted when using this section)

Manufacturer Name:

Address Code: |__|__|__| Tel:

BR No.: |__|__|__|__|__|__|__|__| - |__|__|__| Fax:

FR No.: |__|__|__|__|__|

Address of Goods Available for Inspection:

UCR No. |__|__|__|__|__|__|__|__|__|__|__|__|__|__| - |__|__|

Print Date: _____(DD/MM/YY)

Manufacturer Role

Manufacturer cum knitter / Manufacturer *

Principal Process(es) Done by Manufacturer and Outworker in Hong Kong

Item No.	Goods Description (must be the same as that made by the Exporter in the RMD Printout attached)	Materials & Components of HK Origin	Materials & Components of Other Origin
1.			

Please indicate "+ "before the quantity if responsible quantity is Part Quantity; "= "if it is Part Process; and "/ "if it is Part Process / Part Quantity.
See note on p.4.

Item No	Line Item Quantity & Unit as Declared by Exporter	Responsible Quantity as Declared by Exporter (a)		Manufacturer Responsible Quantity (b)	Subcontractor Responsible Quantity (c)	Outworker Responsible Quantity (d)
1.						

Subcontractor Name:

Address Code: |__|__|__| LSA No._____

BR No.: |__|__|__|__|__|__|__|__| - |__|__|__| Tel:

FR No.: |__|__|__|__|__| Fax:

Principal Process(es) Done by Subcontractor in Hong Kong

Subcontractor's Declaration

Standard Declaration: T03

I _____, HKID/Passport No. _____, acting and signing for and on behalf of
(Name of Signatory)
_____, make the following declarations and authorization:
(Name of the Subcontractor)

I declare that I have read and understood the standard declarations and special codes on page 4 and the codes representing my declaration are as above.
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: 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.

Manufacturer's Special Declaration/Statement, if any: (For providing supplementary text required where necessary, when other declaration codes are used)

Manufacturer's Declaration

Standard Declaration: T02 Other declaration codes, if any _____

I _____, HKID/Passport No. _____, acting and signing for and on behalf of
(Name of Signatory)
_____, make the following declarations and authorization:
(Name of the Manufacturer)

I hereby declare that the details and particulars of the goods manufactured/processed/produced by the Manufacturer for the current Certificate of Hong Kong Origin/Certificate of Processing application are as above and in the attached electronic Certificate of Origin message printout which is duly endorsed by the signatory on each page with the Unique Certificate of Origin Reference (UCR) Number and Message Sequence Number (MSN) quoted above on the form. I declare that I have read and understood the standard declarations and special codes on page 4 and the codes representing my declaration are as above. 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: 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.

Warning: The maximum penalty for making a false declaration in an application for the issue of a Certificate of Origin or for the substitution of goods in respect of a Certificate of Origin is $500,000 and two years' imprisonment.

* Delete if not applicable

(C) SUBCONTRACTOR
(Manufacturer is using electronic means, MD printout must be submitted when using this section)

Subcontractor Name:

Address Code: |__|__|__|

UCR No.: |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|-|_|_|

BR No: |__|__|__|__|__|__|__|__|-|__|__|__|

LSA No. _____

FR No: |__|__|__|__|__|

Print Date on Submitted Printout: _____

Tel: Fax: (DD MM YY)

Warning: The maximum penalty for making a false declaration in an application for the issue of a Certificate of Origin or for substitution of goods in respect of a Certificate of Origin is $500,000 and two years' imprisonment.

Subcontractor's Declaration

Standard Declaration: T03

I, _____, HKID/Passport No.* _____ acting
(Name of Signatory)

and signing for and on behalf of _____
(Name of the Subcontractor)

make the following declarations and authorization:

I hereby declare that the details for the current Certificate of Hong Kong Origin / Certificate of Processing application are as in the attached electronic Certificate of Origin message printout which is duly endorsed by the signatory on each page with the Unique Certificate of Origin Reference (UCR) Number and Message Sequence Number (MSN) quoted above on this form.

I declare that I have read and understood the standard declarations and special codes on page 4 and the code representing my declaration is as above.

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: 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.

* Delete if not applicable

CERTIFICATE OF HONG KONG ORIGIN / CERTIFICATE OF PROCESSING

STANDARD DECLARATION CODE LIST

Code	To be made by	Description
T01	Exporter	I, on behalf of the exporter of this application, hereby declare that all the information given herein has been checked by me and is true, that the merchandise described in this application consists exclusively of the goods manufactured / processed / produced by the manufacturer / processor / producer / subcontractor described in the application and will be exported by the declared exporter in the manner described in this application, and that I have not applied to any other Issuing Authority for a Certificate of Origin in respect of the consignment described in this application. I also authorize the Director – General of Trade and Industry or the Government Approved Certification Organization with which I have filed this application to disclose all or any of the information provided herein to any third parties in Hong Kong or elsewhere.
E02	Exporter	I declare that the goods described in this application are piece – knitted garments other than sweaters in categories 845 (2) and 846 (2).
E03	Exporter	I declare that the goods described in this application are sweaters in category 845 (2).
E04	Exporter	I declare that the goods described in this application are sweaters in category 846 (2).
E05	Exporter	I declare that the goods described in this application are not piece-knitted garments.
T02	Manufacturer	I, on behalf of the manufacturer of this manufacturer declaration, hereby declare that all the information given herein has been checked by me and is true, that the goods which are fully and accurately described in this manufacturer declaration have been manufactured / processed / produced in the manufacturer's / subcontractor's premises or place in Hong Kong registered with Trade and Industry Department, that the principal processes done by the manufacturer / subcontractor declared in this manufacturer declaration have been carried out in the manufacturer's / subcontractor's premises or place in Hong Kong registered with Trade and Industry Department as represented by its / their address code(s) described in this declaration, and that the goods will be located in the address of goods available for inspection as described in this declaration for not less than 2 clear working days from the date of this manufacturer declaration. I also authorize the Director – General of Trade and Industry or the Government Approved Certification Organization to which I have made this application to disclose all or any of the information provided herein to any third parties in Hong Kong or elsewhere.
M02	Manufacturer	I declare that the cut and sewn garments covered by this Certificate of Hong Kong Origin Manufacturer Declaration are bona fide samples and not intended for sale.
M03	Manufacturer	I declare that the knit-to-shape panels used to produce the goods described in this Manufacturer Declaration have been knitted in Hong Kong by the local registered factory performing the panel knitting process as named in my Special Declaration / Statement in this Manufacturer Declaration.
M04	Manufacturer	I declare that the knit-to-shape panels of the piece-knitted garments described in this Manufacturer Declaration are knitted in Hong Kong.
M05	Manufacturer	I declare that the fabric(s) described in this Manufacturer Declaration is (are) formed in Hong Kong and that the fabric-forming process(es) of this (these) fabric(s) is (are) carried out by the local registered factory named in my Special Declaration / Statement in this Manufacturer Declaration.
M06	Manufacturer	I declare that the fabric(s) making up the goods described in this Manufacturer Declaration is (are) formed in Hong Kong and that the fabric-forming process(es) of this (these) fabric(s) is (are) carried out by the local registered factory named in my Special Declaration / Statement in this Manufacturer Declaration.
M07	Manufacturer	I declare that the yarn described in this Manufacturer Declaration is spun in Hong Kong from fibre.
M08	Manufacturer	I declare that the watch movements of the watches described in this Manufacturer Declaration have been assembled and tested in Hong Kong by the local registered factory named in my Special Declaration / Statement in this Manufacturer Declaration.
M09	Manufacturer	I declare that decorating and baking of the goods described in this Manufacturer Declaration represent at least 25% of the value of the finished products.
M10	Manufacturer	I declare that decorating of the goods described in this Manufacturer Declaration represents at least 25% of the value of the finished products.
M11	Manufacturer	I declare that the goods described in this Manufacturer Declaration contain at least 25% Hong Kong cost content attributable to local components and labours.
M12	Manufacturer	I declare that the value of foreign origin parts of the goods described in this Manufacturer Declaration does not exceed 25% of the cost of the finished products.
M13	Manufacturer	I declare that the watch movement(s) of the watches described in this Manufacturer Declaration is (are) supplied by the local registered factory named in my Special Declaration / Statement in this Manufacturer Declaration.
M14	Manufacturer	I declare that the fabric(s) described in this Manufacturer Declaration is (are) printed, dyed and finished as required in Hong Kong and that these processes are carried out by the local registered factory(ies) named in my Special Declaration / Statement in this Manufacturer Declaration. Relevant processes respectively carried out by the named factory(ies) are also specified in this Special Declaration / Statement.
M15	Manufacturer	I declare that the fabric(s) making up the goods described in this Manufacturer Declaration is (are) printed, dyed and finished as required in Hong Kong and that these processes are carried out by the local registered factory(ies) named in my Special Declaration / Statement in this Manufacturer Declaration. Relevant processes respectively carried out by the named factory(ies) are also specified in this Special Declaration / Statement.
M17	Manufacturer	I have read and understood, and agree to abide by the Certificate of Hong Kong Origin and Outward Processing Arrangement requirements for export of shirts and blouses to the EU as set out in Certificate of Origin Circular No. 3/2006 dated 8 March 2006.
T03	Subcontractor	I, on behalf of the subcontractor of this manufacturer declaration, hereby declare that all the information given herein has been checked by me and is true, and that I have carried out the principal process(es) done by the subcontractor declared in this manufacturer declaration in my factory in Hong Kong registered with Trade and Industry Department as represented by its address code described in this declaration. I also authorize the Director-General of Trade and Industry or the Government Approved Certification Organization to which I have made this declaration to disclose all or any of the information provided herein to any third parties in Hong Kong or elsewhere.

EXPORTER'S SPECIAL REQUEST CODES

Code	Description
501	Request for an additional copy of the certificate.
502	Hiding information of consignee to be printed on the certificate
503	Request for endorsement on supporting documents such as commercial invoice

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
105	Application being deferred for one or more times
106	Deferred for amendment after production / consignment check by C&ED.
107	This is a retrospective application
110	To meet the terms of Letter of Credit (L/C)
HD3	Others

SUPPORTING DOCUMENT CODES

Code	Description
205	Explanatory letter for Retrospective CO Application
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 License (EL) and/or other trade documents
219	Copy of authorization letter from registered brand name / trademark holder
220	Copy of authorization letter from copyright holder
HD3	Others

NOTE:

Part Process, (a) = (b) = (c) = (d), value of the indicator should be '='

Part Quantity, (a) = (b) + (c) + (d), value of the indicator should be '+'

When (b) + (c) + (d) do not add up or each is not equivalent to (a), value of the indicator should be '/'

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]