AUTHORISATION FOR ELECTRONIC SUBMISSION OF APPLICATION FOR REMOVAL PERMIT FOR DUTIABLE GOODS

Under DUTIABLE COMMODITIES ORDINANCE, CHAPTER 109

(PLEASE COMPLETE THE FORM IN BLOCK LETTER)

Contact Tel No.	Licence No.	Commodity Categories*	FOR INTERNAL USE ONLY
Contact Fax No.	Contact Email		
The Import Carrier info (located in Grey area) is applicable for Dutiable Commodities removed from Import Carrier ONLY, Dutiable Commodities removed from Warehouse / Local Manufacturer is NOT Applicable.		For Duty Assessment# Yes / No	
		Purpose of Removal: (tick as appropriate) ☐ For Storage ☐ For Export ☐ For re-bond ☐ Others (pls. Specify) _____	
Import Transport Mode# Sea / Rail / Road / Air / Others	Carrier No.		
Goods Removed From – Import Carrier Name		Goods Removed From# -Warehouse (local) / Manufacturer (local) & address	Licence No.
Via (GBW/Control Point Office/Public Cargo Working Area)*		Goods Removed To# - Warehouse (local) & address	Licence No.
Origin Country Name/ Territory Name			
Origin Port Name		Removal Start Date & Time (YYYY/MM/DD HH24:MI)	
Voyage No.		Removal End Date & Time (YYYY/MM/DD HH24:MI)	
Import Container No.		☐ Surplus Indicator (tick as appropriate) (Applicable for Surplus Dutiable Commodities removed from Import Carrier or Warehouse)	
BL/AWB/PO No.			
Carrier Arrival Date (YYYY/MM/DD)		Transport Type for local transportation: (tick as appropriate) □ Lighter & Lorry □ Lorry □ Container Truck □ Vessel □ Others (pls specify) _____	
Direction Order No. (For transport mode "Road" only)			
House Air Waybill No. (For transport mode "Air" only)			
Name & address of Import Shipping Agent			

Dutiable Commodity Description	Dutiable Commodity Code	Declared Strength	Sample Quantity	Dutiable Item Cost & Currency Code*	Insurance Policy No.
	Supplier No.	Declared Volume/Weight	Return Sample (Yes / No)	Dutiable Item Other Cost & Currency Code*	Invoice No.
	Supplier Name	Quantity & Unit*	Freight Invoice No.	Discount %	Marks of Goods
	---	No. of Case	FRP No.	Sales Contract No.	---
1.					
	---				---
2.					
	---				---
3.					
	---				---
Terms of Trade of Invoice Code*	Total Freight Charge & Currency Code*	Total Insurance & Currency Code*	Inland or Other Delivery Expenses & Currency Code*	Incidental Dutiable Cost & Currency Code*	Total No. of Case

DECLARATION:

I_____(name of signatory), HKID No. _____, acting and signing for and on behalf of _____(name of licensee), make the following declarations and authorization:

I hereby declare that I have read and understood the codes and the relevant descriptions printed overleaf, the codes representing my application information are as above.

I hereby declare that all particulars given in this permit application and in the attached printout(s) which is/are endorsed by the signatory on each page are true and correct.

I hereby authorise the Specified Eligible Agent (or the actual specified eligible agent specified in Schedule 1B of the Dutiable Commodities Ordinance (Cap 109) to whom I submit this form) to generate the relevant codes in respect of the particulars given in this permit application and to send and receive the electronic messages related to this permit application to and from Government.

Remarks:

Signature and Company Chop

Signatory Name _____ Designation / Position _____

Date _____ _____

Warning: It is a criminal offence to contravene the conditions of issue and to furnish any incorrect information. Maximum penalty will be a fine at level 6 plus imprisonment for 1 year and $1,000,000 plus imprisonment for 2 years respectively.

* For Commodity Categories and Codes Reference (please see overleaf)
For First Importation & Removed from Local Manufacurer only

Delete if not appropriate

Commodity Categories & Description

Commodity Categories	Commodity Categories Description
Liquor 1	Brandy, Gin, Liqueurs>30, Other Spirituous Liquors>30, Rum, Vodka, Whisky, Champagne, Other Sparkling Wines, Sherry Wine, Port Wine, Still Wines, Cider, Perry, Liqueurs<=30, Other Spirituous Liquors<=30
Liquor 2	Beer (Local)
Liquor 3	Sake>30, Spirits(Non-white Spritis)>30(Imported), Millet Spirit>30(Imported), Other White Spirits>30(Imported), Rice Spirits>30(Imported), Molasses/Sugar Spirit>30(Imported), Spirits(Non-white spirits)>30(Local), Millet Spirit>30(Local), Other White Spirits>30(Local), Rice Spirit>30(Local), Molasses Sugar Spirit>30(Local, Arrack, Sake<=30, Spirits(Non-white Spirits)<=30(Imported), Millet Spirit<=30(Imported), Other White Spirits<=30(Imported), Rice Spirit<=30(Imported), Molasses/Sugar Spirit<=30(Imported), Spirits(Non-white Spirits),=30(Local), Millet Spirit<=30(Local), Other White Spirits<=30(Local), Rice Spirit<=30(Local), Molasses/Sugar Spirit<=(Local)
Liquor 4	Beer (Imported)
Liquor 5	Ethyl Alcohol>30, Ethyl Alcohol<=30
Tobacco	Cigarettes, Cigars, Chinese Prepared Tobacco, Other Manufactured Tobacco, Raw Tobacco Leaf
Oil	Aircraft Spirit,Jet A-1/Dual Purpose Kerosene, Motor spirit (Leaded)(Road Vehicle),Motor Spirit (Unleaded)(Road Vehicle), Light Diesel Oil, Light Diesel Oil (Ultra Low Sulphur Content), Motor Spirit (Seizure For Export), Industrial Diesel Oil (Marine), Industrial Diesel Oil (Others), Kerosene
Methyl Alcohol	Methyl Alcohol

Via (GBW/Control Point Office/Public Cargo Working Area)

Code	Description	Code	Description
AAT	Asia Airfreight Terminal Co. Ltd.	LMC	Lok Ma Chau Control Point
ACT	Asia Container Terminals Ltd.	MKT	Man Kam To Control Point
CKL	Cha Kwo Ling Public Cargo Working Area	MTL2	Mordern Terminal Ltd. - Terminal 1, 2 5
CMC	China Merchants Container Services Ltd.	MTL9	Mordern Terminal Ltd. - Terminal 9
COHIT	COSCO-HIT Terminals (HK) Ltd.	RC	Rambler Channel Public Cargo Working
CPS1	Cathay Pacific Services Ltd.	RTT	River Trade Terminal Co. Ltd.
CSX	CSX World Terminals HK Ltd.	SBC	Shenzhen Bay Control Point
DHL	DHL Aviation (Hong Kong) Ltd.	SCI	Stonecutters Island Public Cargo Working Area
ECT	HACTL Express Cargo Terminal	ST1	HACTL - Main Terminal
HIT	Hong Kong International Terminals Ltd.	STK	Shau Tau Kok Control Point
HIT9	Hong Kong International Terminals Ltd. - Terminal 9	TM	Tuen Mun Public Cargo Working Area
HOK1	Hoi Kong Container Services Co .Ltd.	WC	Wan Chai Public Cargo Working Area
HZMB	Hong Kong-Zhuhai-Macao Bridge	WP	Western Public Cargo Working Area
KCR	Kowloon Canton Railway Station	YFWG	Yuen fat Whaft & Godown Co. Ltd.
KT	Kwun Tong Public Cargo Working Area	YMT	Yau Ma Tei Public Cargo Working Area
		999	Others

Currency Code

Code	Currency	Code	Currency	Code	Currency
AUD	Australian Dollars	INR	Indian Rupees	RMB	Renminbi
BND	Brunei Dollars	JPY	Japanese Yen	SEK	Swedish Kroners
CAD	Canadian Dollars	MYR	Malaysian Ringgit	SGD	Singapore Dollars
CHF	Swiss Francs	NOK	Norwegian Kroners	THB	Thai Bahts
DKK	Danish Kroners	NTD	New Taiwan Dollars	USD	US Dollars
EUR	Euro	NZD	New Zealand Dollars	WON	Korean Won
GBP	Sterling	PHP	Philippine Pesos	ZAR	C. South African Rand
HKD	Hong Kong Dollars	PKR	Pakistan Rupees		

Term of Trade of Invoice

Term of Trade of Invoice	Description
FOB	Free on Board
CIF	Cost Insurance Freight
C & F	Cost & Freight
C & I	Cost & Insurance
EFP	Ex-Factory Price

Quantity Unit Code

Quantity Unit Code	Description	Quantity Unit Code	Description
BA	Barrel	KE	Keg = small barrel
BG	Bag	KG	Kilo-gram
BT	Bottle	LT	Liter
BX	Box	MI	Mille
CA	Can	PA	Pack
CS	Case	PT	Pot
CU	Cup	SE	Set
DR	Drum = fibre drum	ST	Stick
GM	Gram	TK	Tank
HL	Hecto-Liter	VG	Bulk, gas
JC	Jerry Can	VL	Bulk, liquid
JR	Jar	VO	Bulk, solid

(Please contact ODCA at 2852-3254 for information, if the required Quantity Unit code is not available in this table)

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]