

Company Information Change Form 更改公司資料表格

- Note: 1. Please complete this form in BLOCK LETTER and delete whichever inapplicable (*). 注意: 1. 請以正楷填寫, 並刪去不適用者(*).
2. Please fill in company name as it is shown in Business Registration Certificate including punctuation marks, abbreviation and full words. If the company does not have any Chinese / English name, please add "N/A" in the right field. The English name for Certificate of Origin service is essential. 2. 公司名稱必須與商業登記證顯示相同, 包括標點符號、縮寫及全寫; 如商業登記內沒有中文或英文名稱, 請加 "N/A" 於該欄內。產地來源證必須填寫公司英文名稱。
3. Please check box where appropriate. 3. 請於合適之方格內填上 "X"。
4. Please use separate form if more than 3 contact persons (if applicable). 4. 如超過三個聯絡人, 請使用附加表格填寫 (如適用)。

| | | | | |
|---|--|--|---|--|
| Service Type 服務種類 | <input type="checkbox"/> Import/Export Declaration (TDEC) 進/出口報關 | <input type="checkbox"/> Dutiable Commodities Permit (DCP) 應課稅品許可證 | <input type="checkbox"/> Electronic Manifest (EMAN) 電子艙單 | <input type="checkbox"/> Certificate of Origin (CO) 產地來源證 |
| Organisation / Personal* Name 機構 / 個人* 名稱 | (English) | | | |
| | (中文) | | | |
| Customer ID 商貿易賬戶 | | | | |
| <input type="checkbox"/> Change of Company Name 更改公司名稱 | | (Only applicable to company name change with same Business Registration No. 只適用於同一商業登記證號碼之公司名稱更改) | | |
| New Company Name 新公司名稱 | (English) | | | |
| | (中文) | | | |
| Please provide Copy of 請提供資料副本 | <ul style="list-style-type: none"> - New Business Registration Certificate 新 "商業登記證" - Certificate of Incorporation on Change of Name (for Limited Company only) 公司更改名稱註冊證書 (只適用於有限公司) - ID document of Company Director / Sole Proprietor / Partner of the owner if Authoriser Signature is any one of them. 如授權人簽署為公司董事/東主/股東, 請提供其有效之身份證明文件。 | | | |
| <input type="checkbox"/> Change of Contact Person 更改聯絡人 | | (Please provide at least one person as a primary contact for each service 請提供至少一位聯絡人資料登記服務) | | |
| Contact Person Name 聯絡人姓名 | Telephone No. 聯絡電話 | Fax No. 傳真號碼 | Email Address 電郵地址 | |
| 1. Principal Contact (Mr/Mrs/Ms/Miss*) 首要聯絡人 (先生/太太/女士/小姐*) | (Office 辦公室) (Mobile 流動電話) | | | |
| 2. Other Contact (Mr/Mrs/Ms/Miss*) 其他聯絡人 (先生/太太/女士/小姐*) | (Office 辦公室) (Mobile 流動電話) | | | |
| 3. Other Contact (Mr/Mrs/Ms/Miss*) 其他聯絡人 (先生/太太/女士/小姐*) | (Office 辦公室) (Mobile 流動電話) | | | |
| <input type="checkbox"/> Change of Address 更改地址 | | (Only local address is accepted 只適用於本地) | | |
| New Registered Address 新登記地址 | Flat Number, Floor, Block Number, Name of Building 大廈名稱、座號、樓層、單位 | | | |
| For Organisation - It should be the same as the address stated in the BR Certificate. For Person - Only local address is accepted. 機構地址-須與商業登記證上的地址相同。 個人地址-只接受本地地址。 Remarks: 1) Registered address will be used as the contact address and the address in the TDEC message sent to the Government as the initial setup in the system (For TDEC only). 2) P.O. Box is not allowed. 注意: 1) 登記地址將會用作為通訊地址及預設為傳送給政府之進/出口報關信息內的地址(只限於進/出口報關)。 2) 不接納郵政信箱為登記地址。 | Name of Estate, Street and Number / Lot Number 地段號數/街道名稱及門牌號數、屋邨名稱 | | Name of Town / District / Village 市鎮/地區/鄉村名稱 | |
| | Hong Kong / Kowloon / New Territories 香港/九龍/新界 | | Country/Territory Code 國家/地區代碼 | |
| <input type="checkbox"/> Change of System Setup 更改系統設定 | | | | |
| 1. Mode of Receiving Government Initiated Message 接收政府訊息之方式 | <input type="checkbox"/> Platform of Service Provider 服務供應商平台 | <input type="checkbox"/> Fax 傳真 | | |
| | <input type="checkbox"/> E-Mail 電郵 | <input type="checkbox"/> Post 郵寄 | | |
| 2. Language of Receiving Government Initiated Message 接收政府訊息之語言 | <input type="checkbox"/> English Only 只限英文 | <input type="checkbox"/> Simplified Chinese & English 簡體中文及英文 | | |
| | <input type="checkbox"/> Traditional Chinese & English 繁體中文及英文 | <input type="checkbox"/> No Preference 沒有偏好 | | |
| <input checked="" type="checkbox"/> Effective Date 生效日期 | | | | |
| <input checked="" type="checkbox"/> Registration Authoriser Signature 登記授權人簽署 | | | | |
| Declaration: The above information provided in this application is true and accurate in all respects including data changes starting from the above effective date. We/I have read, understood and hereby agreed to be bound by the terms and conditions of "Ge-TS" service. 聲明: 本公司/本人同意上述資料真實無誤。所需改動將於上述之日期方始生效。本公司/本人已閱讀、清楚明白及同意接受"商貿易"合約內之有關條款及細則。 | | | | |
| Registration Authoriser Name or Name of Company Director / Sole Proprietor / Partner* 登記授權人名稱 或 授權公司董事 / 東主 / 股東* 名稱 | | Registration Authoriser Signature or Authoriser Signature of Company Director / Sole Proprietor / Partner* with Company Chop 登記授權人簽署 或 授權公司 董事 / 東主 / 股東* 簽署及公司蓋章 | | |
| Date 日期 (dd 日日 / mm 月月 / yy 年年) | | | | |

Ge-TS use only

Please complete this form and return with all necessary documents to the following address 請填妥此表格及連同所需文件交回到下列地址:
Level 10, Cyberport 2, 100 Cyberport Road, Hong Kong
香港數碼港道100號數碼港2座10樓
Attention: Ge-TS Customer Service Department / 商貿易客戶服務部 收

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
Level 10, Cyberport 2
100 Cyberport Road
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: October 2019]

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賬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
數碼港道 100 號
數碼港 2 座 10 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份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：二零一九年十月]