

## Guidance Notes for Completion of Import Licence Form 3 covering Rice

### 填寫進口許可證表格3(食米)須知

	English	中文
1	Please give name and full address of the foreign exporter. P.O. Box Number or "Company on behalf of Company B" cannot be accepted. Place of the foreign exporter must be clearly specified and should tally with the exporting place stated on the application.	請填上外地出口商名稱及詳細地址，郵箱號碼或「公司甲代表公司乙」恕不接受。必須清楚註明外地出口商所屬地方，並應與申請書上所列的出口地方吻合。
2	Please give name and full address of the importer. P.O. Box Number or "Company A on behalf of Company B" cannot be accepted.	請填上進口商名稱及詳細地址，郵箱號碼或「公司甲代表公司乙」恕不接受。
3	Please give the importer's HKID Card or passport number if he/she is an individual and not a business.	如進口商為個人而非商號，請填上其香港身份證/護照號碼。
4	Please give the date of arrival. If the exact date is not known, an estimated date is acceptable. The estimated date of arrival should be at least <u>1 clear working day</u> after the day of lodgement. Licence application should be lodged well before the intended date of arrival to allow sufficient time for the application to be processed and approved by the Trade and Industry Department.	請填上抵港日期。如未知確實日期，預計日期亦可接受。預計抵港日期應以遞交許可證申請當日起計，最少 <u>一個完整工作天</u> 之後的日期。許可證申請書應及早在預計抵港日期前遞交，以便工業貿易署有充份時間處理審核。
5	Please state the mode of transport (by air, sea or lorry, etc.) and give vessel, flight or vehicle number, if available.	請填上運輸方式(空運、海運或陸運等)。如已知悉船隻、班機或車輛的編號，亦請填上。
6	Please indicate the number of packages/ cartons etc. and specify the type/mode/form of packages.	請註明包裹/箱盒等數目及包裹的類型/式樣/形式。
7	Please give full product description for each item of goods including the grade and brand name of rice, and avoid the use of abbreviations.	請填上每項貨品的詳細產品描述，包括食米級別及牌子，及避免使用縮寫。
8	Please give the appropriate quarter from which the import amount is to be debited as undertaken import quantity (for rice imported for local consumption only).	請註明進口量應從哪一進口期的承諾進口數量中扣除(只適用於進口食米供內銷)。
9	Please give the appropriate unit, e.g. tonnes, kg etc., in which the quantity of rice is expressed.	請填上食米數量的單位如公噸、公斤等。
10	Please give the unit import price of each grade.	請填上每一級別食米的單位進口價。
11	Please give the total import price of each grade in HK Dollars.	請填上每一級別食米以港幣計的總進口價。
12	Please indicate whether the goods are for local consumption or re-export. For re-export cases, please name the place to which the goods will be re-exported.	請註明貨品是供內銷抑或轉口之用。如貨物是供轉口之用，請填上貨品將會輸往的地方名稱。
13	Please give the signatory's name in block letters. Initials are not accepted.	請用正楷填寫簽署人的姓名，簡寫恕不接受。
14	Please insert the date and sign the application in full signature rather than initial. The declaration must be signed by an authorized official of the company. Declaration cannot be made on behalf of another company.	請填上日期並在申請書上以全名簽署，不得使用簡簽。聲明必須由公司授權人簽署，亦不可代其他公司作出聲明。
15	Please apply a clear and legible business chop of the importer on each and every page of the licence application.	請在申請書的每頁蓋上清晰可辨的進口商商號印章。
16	Please name the place of origin for each item of goods and it is not necessarily the exporting place.	請填上每項貨品的來源地方，但不一定指出口地方。