

How to Complete Import and Export Licence Forms for Pharmaceutical Products and Medicines

When completing the licence applications, please follow the guidelines below. The numbers given below against each of these guidelines correspond to the note numbers in the specimen import and export licence applications at Annexes 2 and 3 respectively. Unless otherwise specified, the guidelines apply to both the import and export licence applications.

(1) Name and Address of Importer/Exporter

Please give the company name and full address. P.O. Box number or 'Company A on behalf of Company B' cannot be accepted.

(2) Business Registration Number

If the applicant is an individual and not a company/firm, the Hong Kong identity card number or passport number of the applicant should be provided.

(3) Name and Address of Foreign Exporter/Consignee

Please give the name and full address. P.O. Box number or 'Company A on behalf of Company B' cannot be accepted. The country must be clearly specified. For foreign exporter, it should tally with the exporting country stated on the application. For consignee, it should tally with the destination country stated on the application.

(4) Arrival/Departure Date

Please give the date of arrival/departure. If the exact date is not known, an intended date is acceptable. Licence application should be lodged well before the intended date of arrival/departure to allow sufficient time for the application to be processed and approved.

(5) Vessel/Flight/Vehicle Number

Please state the mode of transport (by air, sea or land, etc.), and give the name of vessel and voyage, flight or vehicle number, if available.

(6) Marks and Nos.; Container No.

Please give the shipping marks and numbers. If there are no shipping marks and numbers, the words 'No marks' should be stated.

(7) Number and Kind of Packages

Please indicate the number of packages/cartons, etc. in both words and numerals and specify the type/mode/form of packages.

(8) Description of Goods

Please give a full product description for each item of the goods including the brand name where applicable. The common name and/or chemical name should also be given. Please specify the Hong Kong registration number (HK-XXXXX) for registered pharmaceutical products. Use of abbreviations and in-house terms should be avoided. Please enter no more than five items on each application.

(9) No. of Units

Please put 1 asterisk immediately in front of and behind the numeral showing the quantity of the goods and give the appropriate unit, e.g. tablets, ml, gram, etc. in which the quantity of the goods is expressed.

(10) Blank space must be crossed out.

(11) Importer's Declaration (for import licence application only)

Please indicate whether the goods are for local consumption or for re-export. If the goods are for re-export, please name the country to which the goods will subsequently be re-exported. (Please note that approval of your import licence application in respect of certain prohibited articles does not necessarily mean that a subsequent export licence application for re-export of the goods to the country you have indicated will be approved).

(12) Signatory's Name

Please give the signatory's name in block letters. Initials are not accepted.

(13) Date and Signature

Please insert the date and sign the application. The declaration must be signed by an authorized official of the company. Declaration cannot be made on behalf of another company.

(14) Company Chop

Please apply company chop on each and every page of the application. The company chop should be clear and legible.

(15) Place of Origin

Please name the place of origin for each item of goods. This is the place where the goods are manufactured and is not necessarily the exporting place.

(16) Code Numbers of Place of Origin and Destination (for export licence application only)

The code numbers need not be given, if unknown.

(17) Name and Address of HK Manufacturer/Processor (for export licence application only)

Please give the name and address of the Hong Kong manufacturer or processor. If the goods are not of Hong Kong origin, the box can be left blank.

2. Form 3 and Form 6 are printed on NCR (No-Carbon-Required) paper. Traders will only need to complete/sign on the first (original) copy and the application particulars/signatures will come out on the other copies.

3. No erasure or correction fluid should be used on licence forms. Errors should be clearly and tidily crossed out. Please initial, date and apply your company's amendment chop against all amendments, defacements, additions or deletions made. No more than 3 amendment chops are allowed for each application. Any amendments of the licence after issue could only be made by the Department upon receipt of written applications for amendments by the licensees concerned.

4. The importer/exporter must comply with the conditions of issue specified on the licence.