

## 商業文件加簽申請手續

### Application Procedures for Endorsement of Commercial Document(s)

本會提供文件加簽服務，詳情如下：

The Chamber provides the service of endorsement of commercial document(s), please see details below :

#### **(A) 加簽文件類別** *Type of documents to be endorsed*

- |                  |                              |
|------------------|------------------------------|
| (1) 發票 (正本三張)    | Invoice (3 Original)         |
| (2) 裝貨明細表 (正本三張) | Packing List (3 Original)    |
| (3) 提單 / 空運提單    | Bill of Lading / Airway Bill |
| (4) 產地來源證        | Certificate of Origin        |
| (5) 出入口報關文件      | Import / Export Declaration  |
| (6) 其他文件         | Others                       |

#### **(B) 申請手續** *Application Procedures*

- (1) 填寫本會提供的文件加簽申請書。如需加簽的文件不屬於同一批貨物，申請人需填寫兩份或以上的申請書。

Fill in the endorsement application form (specimen obtainable from Chamber service centres).  
If the documents to be endorsed are not for the same shipment, applicant has to submit two or more application.

- (2) 每次申請必須遞交需要加簽的文件一份、香港商業登記證副本一份和有關的出入口報關文件副本一份 (如適用)。

Each copy of the document(s) to be endorsed should be submitted together with the copy of the corresponding import / export declaration and Photocopy of business registration certificate of the particular shipment / transaction (if any).

- (3) 呈交本會認為需要之其他有關文件

Submit documents requested by our Chamber if necessary.

- (4) 申請需時四小時

Processing Time : 4 hours

#### **(C) 收費** *Charges*

- (1) 加簽首份文件，收費 HK\$160.00；其後每份文件，收費 HK\$150.00。

Endorsement charge of HK\$160.00 for the first document and HK\$150.00 for each of the remaining documents.

額外副本 (每張) HK\$30

HK\$30 for Extra copy (per copy)

#### **(D) 服務站地址** *Address of Service Centre*

香港上環德輔道中 300 號華傑商業中心 8 字樓 B 室

8/F, Flat B, Wah Kit Commercial Centre, 300 Des Voeux Road Central, Sheung Wan, H.K.

電話 Tel: 2543 2668

傳真 Fax: 2543 2169

\*\*\*辦公時間 (Office Hour): 星期一至五上午 9:00 至下午 6:00 (Monday to Friday, 9:00am to 6:00pm)\*\*\*