

## 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 *Types 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，申請人需填寫另一份申請書。

Fill in the endorsement application form obtainable from the Chamber.

If the documents to be endorsed are not of the same shipment, the applicant has to submit separate applications.

- (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 a copy of the company's business registration certificate and relevant papers about that shipment / transaction (if any).

- (3) 遞交本會認為需要的其他有關文件

Submit any other documents requested by the Chamber.

- (4) 簽發需四小時

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) 地址 *Address*

香港上環蘇杭街 99 號嘉發商業中心 8 字樓 B 室

Crawford Tower, 11/F, Flat B, 99 Jervois Street, Sheung Wan, Hong Kong

電話 Tel: 2543 2668

傳真 Fax: 2869 0360

\*\*\*辦公時間 (Office Hour):

星期一至五：上午 9:30 至下午 1:00，下午 2:00 至下午 5:30，星期六，日及公眾假期休息

(Monday - Friday: 9:30am - 1:00pm, 2:00pm - 5:30pm, Saturday, Sunday and Public Holidays: Closed) \*\*\*