

PLEASE COMPLETE THE FORM IN TYPEWRITTEN LETTERS

# Authorization for EDI Submission of



## Certificate of Hong Kong Origin / Certificate of Origin - Processing\* **Request for Amendment Form**

Certificate of Hong Kong Origin \* Approval No.: **Date of Approval:** Certificate of Processing \* UCR: \_\_\_\_\_\_ YY/ MM / DD Supporting Document attached : (please tick the appropriate boxes) ☐ 202 EXPLANATORY LETTER FOR AMENDMENT REQUEST ☐ 213 CÓPY OF INVOICE ☐ 206 EXPLANATORY LETTER FOR EXPEDITIOUS APPLICATION ☐ 214 COPY OF SHIPPING DOCUMENT e.g. bill of lading / air waybill ☐ 207 EXPLANATORY LETTER (OTHERS) ☐ 215 COPY OF PACKING LIST 208 COPY OF BUYER'S ORDER 216 RELEVANT COPY OF CERTIFICATE OF ORIGIN ☐ 209 COPY OF PRODUCTION ORDER AND RECORDS ☐ 217 COPY OF EXPORT LICENCE (EL) AND/OR OTHER TRADE ☐ 210 COPY OF BUYER'S SHIPMENT INSTRUCTIONS **DOCUMENTS** ☐ 211 COPY OF RELEVANT DOCUMENTS FROM OVERSEAS ☐ 219 COPY OF AUTHORISATION LETTER FROM REGISTERED BRAND NAME / TRADEMARK HOLDER **CUSTOMS** ☐ 212 COPY OF LETTER OF CREDIT (L/C) ☐ 220 COPY OF AUTHORISATION LETTER FROM COPYRIGHT HOLDER ☐ HD3 OTHERS. PLEASE SPECIFY: Reason Code for Expeditious Processing Request (please specify if the code for 'Others' is chosen): **Exporter Information to be amended Exporter Name** Tel: Fax: **Particulars on Certificate Originally Declared Amended To Requiring Amendment** Details as circled on the attached MI message printout with UCR No.: of YY / MM / DD, duly endorsed by the signatory. **Manufacturer Name** Manufacturer Information to be amended (please complete this section on an additional form if more than 1 manufacturer is involved in the application). Tel: Fax: **Particulars on Certificate Originally Declared Amended To Requiring Amendment** Details as circled on the attached RMD message printout with UCR No.:  $|\ \ |\ \ |$  -  $|\ \ |$  with the print date DD, duly endorsed by the signatory **Exporter's Declaration** HKID/Passport No. \_\_\_ \_\_\_\_, acting and signing for and on behalf of (Name of Signatory) \_\_\_, hereby declare that the particulars given above are true. (Name of the Exporter) I declare that I have read and understood the Note and the codes on page 2. I hereby authorize Tradelink Electronic Commerce Limited to send messages to the Government on the basis of the information declared on this form and to receive messages from the Government on behalf of the Exporter. I have also read, understood and consent to the Privacy Policy as referred to in the service centre form for Tradelink Services. Signature **Business Chop** Note: All information declared in the fresh application including the declaration codes, other codes, if any, and any other information not stated in this amendment form will be retained in this amendment request and forwarded electronically by Tradelink Electronic Commerce Limited to the Government.

	. HKID/Passport No.	, acting and signing for and on behalf of
(Name of Signatory)		
(Name of the Mar	nufacturer)	, hereby declare that the particulars given overleaf are true.
e information declared on this form a	Commerce Limited to send (and to nd to receive messages from the Go	2. transform, where necessary) messages to the Government on the basis of overnment on behalf of the Manufacturer. to in the service centre form for Tradelink Services.
mendment request and forwarded electronically be emarks: Manufacturers and subcontractors have	y Tradelink Electronic Commerce Limited to the to ensure that the persons acting and signing for	or and on behalf of the manufacturers/subcontractors should be identical to the authorized signatories
rovided to the Trade and Industry Department els Subcontractor's Declaration		n if only exporter's information is amended)
,	, HKID/Passport No	, acting and signing for and on behalf of
(Name of Signatory)		, hereby declare that the particulars given overleaf are true.
(Name of the Sub	contractor)	
declared on this form and to receive m	c Commerce Limited to transform an nessages from the Government on b	nd send messages to the Government on the basis of the information
 Date	Signature	Business Chop
Note: All information declared in the fresh applicati equest and forwarded electronically by Tradelink B	on including the declaration codes, other codes, Electronic Commerce Limited to the Government	if any, and any other information not stated in this amendment form will be retained in this amendm

## **Expeditious Processing Request Reason Codes**

<u>Code</u>	<u>Description</u>
101	To meet unexpected change of tight shipment schedule
102	To meet urgent request of the overseas buyer for advanced delivery of goods
103	To send samples urgently required by overseas buyers
104	To facilitate clearance of consignments held up by overseas customs
110	To meet the terms of Letter of Credit (L/C)
HD3	Others

Tradelink Electronic Commerce Limited (hereinafter referred to as "Tradelink", "the Company", "We", "our" or "us") respect the privacy rights of our customers and their authorised signatories (for body corporates) (hereinafter referred to as "you" or "your") and we are committed to safeguarding your privacy and ensuring that your personal data is protected. This Privacy Policy explains among other things, the types of personal data we collect and how we process and protect that data.

We shall keep your personal data confidential and shall ensure that our policies and practices with respect to the colle-retention, disclosure, transfer, security and access of your personal data comply with the Personal Data (Privacy) (Cap.486, the Laws of the Hong Kong Special Administrative Region) (\*PDPO\*), as amended from time to time.

The term "personal data" shall have the meaning as ascribed to it under the PDPO

#### Personal Information Collection Statement ("PICS")

This PICS is issued pursuant to the PDPO in relation to the operation of our business

1. Definitions

Under this PICS, unless the context otherwise requires, the following words and expressions shall have the following

- Definitions
  Under this PICS, unless the context otherwise requires, the following words and expressions shall have the following meanings:
  "Customers' means our customers.
  "EDI Messages" means data structured in accordance with an internationally agreed standard and any other standard as Tradelink considers appropriate and transmitted by electronic means through Tradelink Services.
  "Government" means the Government of Hong Kong and Administrative Region of the People's Republic of China.
  "Intended Recipient" means any person or party to whom any Messages are intended by the sender to be sent through or incidental to any of the Tradelink Services.
  "Messages" means both "EDI Messages" or "Other Messages".
  "Other Messages" means instructured data electronically transmitted through Tradelink Services, including data received or transmitted through —ani, flaf file transfer and image file transfer.
  "Trader Data" means all data, documents, records, text, drawings, diagrams, sound, images, and information of whatever nature (in machine readable form or any other form) disclosed, divulged, submitted, supplied or made available to Tradelink (whether electronically or otherwise) by or on behalf of the Tradeling Community (whether electronically or otherwise) ander or in connection with any contract or agreement signed between Tradelink and Government for Tradelink from the Tradeling Community means persons who apply for, or deal with, or are otherwise involved in the trade-related documents as specified in any contract or agreement signed between Tradelink and Government for Tradelink Covernment Services, and any other trade-related documents subsequently agreed between Tradelink and Government for Tradelink of accordance with agreements between Government and Tradelink and greed between Tradelink and Government for Tradelink of the Tradelink and Tradelink and Government Services, and any other tradelink and severement suggested between Tradelink and Government for Tradelink of the Tradelink Services means those Governmen 1.8
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#### of Collection and Use of Personal Data

- In order for you to use Tradelink Services, it is necessary for you to provide us with certain essential personal data as required in the Tradelink Registration Forms and other documents in relation to Tradelink Services, including without limitation, all forms for using Tradelink Government Services. We may also ask you for other information which helps us to offer you tailored products and services that we think may be of interest to you. The types of personal data we may collect include your name, address, email, telephone number, Hong Kong identity card number, your business information such as company name and business title.
- We shall have the right to collect, hold, process and/or use, your personal data in accordance with, this PICS. If you are unable or unwilling to provide us with complete and correct personal data, we may not be able to provide or continue to provide Tradelink Services to you. 3.
- Tradelink shall observe the PDPO and procure all staff of Tradelink to comply with the reasonable s Your personal data (e.g. telephone number, business and email addresses) will be used for the purp
  - (i) providing Tradelink Services to you;

  - (f) providing reaculinis restricts our young in providing you with regular communications from us with details of our business and our products and services; (iii) handling of your complaints and inquiries; (iv) research and analysis of the data in the aggregate; (v) marketing, making suggestions or recommendations of goods or services provided by Tradelink or Tradelink's subsidiaries, associated companies or business partners which are relevant or helpful to your business and which you may be interested in
  - (vi) detection or prevention of crime;

  - (vi) detection or prevention of crime;
    (vii) auditing purposes;
    (viii) transferring the same, in machine readable form or in any other form, to Government or a third party appointed by
    Government to be used for or in relation to the delivery, implementation, provision and/or operation of the Tradelink
    Government Services or for other trade control or trade facilitation purposes as specified by Government;
    (ix) using the same for any matching procedure to be carried out by Government or its appointed third party, or such other
    uses of the same as referred to or contemplated under any contract or agreement that has been signed or may be signed
    between Tradelink and Government in relation to Tradelink Government Services;
    (x) other purposes otherwise expressly agreed between Tradelink and the Customers; and
    (xi) making disclosures as required by applicable laws.
- □ I object to the use of my personal data for direct marketing of goods and/or services as mentioned in Clause 4(v) above.

For the purpose of this Clause 4 (v) above, Tradelink may not use your personal data unless with your written consent. At any time you object to the use of your personal data for direct marketing of goods and/or services as mentioned in Clause 4(v) above, you can opt out by sending us an opt-out request to the person and address as specified in Clause 10 below. Upon receipt of your request, we shall cease to use your personal data as soon as possible for direct marketing purpose without charge to you.

- You agree that Tradelink may disclose and transfer your Trader Data or personal data (e.g. telephone number and business and email addresses) to any of the following parties within the same jurisdiction or from one jurisdiction to another in compliance with the requirements of the PDPO:

  i. any agent, contractor or third party services to Tradelink in connection with any Tradelink Services;

  iii. the Government agency, authority, a third party appointed by Government;

  iiii. any person where such disclosure is required by law;

  iv. any person owing a duty of confidentiality to Tradelink, including any subsidiaries or associated companies which have undertaken to keep such information confidential and our agents, professional advisors and consultants;

  v. credit reference agencies and, in the event of default, debt collection agencies; or

  vi. any actual or proposed assignee of Tradelink or transferee of Tradelink's rights or obligations.
- Save and except for the above purposes and subject to clause (5) above, Tradelink shall not disclose the personal data to any third party (other than the Intended Recipient) without the consent of the Customers.
- Tradelink shall restrict access to personal data to officers, employees, consultants and agents of Tradelink who have a need to know or use the data and who have been trained to handle such data and observe confidentiality properly.

### Browsing information collected from you (Cookies)

- During your visit to our websites (<a href="www.tradelink.com.hk">www.tradelink.com.hk</a> and <a href="www.tradelink.ebiz.com">www.tradelink.ebiz.com</a>), we may use "Cookies" or other technical means to collect the identification and contact details of you as a visitor, information on your preferences in relation to the subject matter of the websites. We use such information for the purposes of compilation of aggregate statistics on site usage and marketing of our services provided or recommended by us or our marketing partners.
- You may refuse to accept Cookies (by modifying the relevant Internet options or browsing preferences of your computer system), but to do so you may not be able to utilize or activate all of the functions and services of our websites.

### rights in relation to your Personal Data

10 The Customers shall have the right to request for access and correction of personal data held by Tradelink. Request for The Customers shall have the fight to request for access and correction or personal data fielding indications, request access and correction or any inquiries in relation to the our Privacy Policy should be in writing and addressed to Privacy Compliance Officer, 11/F & 12/F, Tower B, Regent Centre, 63 Wo Y1 Hop Road, Kwai Chung, Hong Kong, Tradelink may charge a reasonable amount of fee for handling such request for access or correction.

### ecting your Personal Data

- We maintain appropriate technical and organizational measures to protect your personal data against accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to your personal data.
- Our websites may contain hyperlinks to other websites provided by third parties. We do not control these third party webs or any of the content contained on those websites. Once you have left our websites, we cannot be responsible for protection and privacy of any information which you provide. You should exercise caution and look at the privacy stater for the website(s) you visit.

### ntion of your Personal Data

Unless there is a mandatory legal, regulatory or contractual requirement for us to keep your personal data for a specific period, we shall only retain your personal data for as long as is necessary to fulfil the purpose for which the same we originally collected

- If there is any inconsistency or conflict between the English and Chinese versions of this Privacy Policy, the English version
- 15 We may change this Privacy Policy from time to time by posting an updated version on the our websites m.hk and www.tradelink
- This Privacy Policy shall be governed by, and construed in accordance with, the laws of the Hong Kong.

#### 私職政策

#### 我們的承諾

貿易通電子貿易有限公司(下稱「貿易通」、「本公司」、「我們」、或「我們的」) 尊重客戶及其授權簽署人(法團適用)(下稱「你」或「你的」) 的私聽權,且我們承諾保護你的私聽及確保你的個人資料受到保護。本私聽政策說明我們所收集的個人資料種類、 我們如何處理與保護該等資料以及其他相關內容。

我們須為你的個人資料保密,並確保我們有關收集、使用、保留、披露、轉移、保護及存取你個人資料的政策及守則遵循經不時 修訂的《個人資料(私隱)條例》(香港法例第486章)

「個人資料」一詞具有《個人資料(私隱)條例》所賦予的涵義。

#### 個人資料收集變明 (「本個人資料收集變明」)

本個人資料收集聲明乃根據《個人資料(私隱)條例》就本公司業務運作的相關事宜而發出。

- 除非文義另有所指,以下用詞及表述在本個人資料收集聲明具有以下涵義;
- 「EDI訊息」指按照國際公認的標準及貿易通認為適當的任何其他標準建立的,並以電子方式透過貿易通服務傳送的該等 數據

- 股際 致好,指香港政府。 「香港」指中華人民共和國香港特別行政區。 「預期接收者」指發述方擬通過任何貿易通服務或附帶於任何貿易通服務向其發送任何訊息的人士或一方。 「訊息」指「EDI訊息」及「其他訊息」。 「其他訊息」指通過貿易通服務以電子形式傳送的非結構化數據,包括透過電郵、平面文件傳輸和屬像文件傳輸而接收或 #述此時機。
- 等记录记录。 特送的数据, 「貿易商数據」指貿易社區或其代表(無論是透過電子抑或其他方式)向貿易通拔騰、洩露、提交、給予或提供的或由貿 「貿易商数據」指貿易社區或其代表(無論是透過電子和或其他方式)向貿易通拔騰、洩騰是透過電子和或其他方式,收取的任何 1.8
- 1.9
- 「貿易而數據」指貿易社區或其代表(無論是透過電子和或其能力式)向貿易超投露、決勝、提交、給予或提供的或由貿易通相接貿易無過取的資貿易與助於可以的對於任何自或能夠與貿易社區、結論是透過電子如或其他方式)收取的任何性質的數據、文件、記錄、文字、圖紙、圖表、聲客、圖像及資料(機器可謂形式或任何其他形式)。 貿易社區,指負責申請、處理或以其他方式牽涉於下述調者的人士:(匈貿易通與取符或貿易通取符務簽訂的任何合同或協議中指申的貿易相關文件、以及10貿易通與取得鐵度同意訂立的任何其他貿易相關文件。 「貿易通盘之款各格,指本戶為及下目的使用的行向就張於電子核愈文件。向貿易通量記使用一項或多項貿易通服務;向貿易通數沒估任的指示。 「貿易通盘之款格,指本戶為及下目的使用的行向就張於電子核愈文件。向貿易通量記使用一項或多項貿易通服務;向貿易通費出任的指示;增加或取消任何貿易通服務使用登記,作出任何具體技權;修改任何記錄及/或任何與貿易通服務有關之任何其他目的。 「貿易通量影響」

#### 收集及使用個人資料的目的

- 要使用貿易通服務,你需要向我們提供貿易通登記表格和其他與貿易通服務相關文件所要求的某些必要個人資料,包括但不限於因為使用貿易通政府服務而高填寫的所有表格。我們亦可能要求你提供其他資料,以協助我們為你是供我們為你而 該且我們認為你可能會應興運動可能品及服務,其們可能收集的個人資料種類包括你的姓名、地址、電子郵件、電話號碼、 香港身份證號碼,以及你对某務資料,例如公司名稱和職節。
- 我們有權根據本個人資料收集聲明收集、持有、處理及/或使用你的個人資料。如你不能或不願意提供全面及準確的個人資料,我們或無法向你提供或繼續提供貿易通服務。
- 貿易通須遵守《個人資料(私隱)條例》及促使所有貿易通員工遵循合理的保密標準。你的個人資料(例如:電話號碼、業務及電郵地址)將用於下列用途:

  - 向你提供貿易通服務; 向你提供來自我們的定期通訊,詳列我們的業務、產品與服務詳情;

  - (iii) 處理你的投訴及查詢 (iv) 研究及分析整體數據
  - (v) 向你推銷、建議或推薦對與你業務相關或有幫助及你可能威興趣的由貿易通或其附屬公司、聯營公司或業務合作夥伴 提供的商品或服務;
  - 值測及防止罪行;
  - (vii) 審核用途
  - (wii) 辦及用述: (wiii) 辦之轉移(機器可讓形式或任何其他形式)至致府或政府指定的第三方,以用於履行、執行、提供及/或經營質 易通政府服務或用於政府相靠它的其他質易營制或貿易促進的目的; (ix) 將三用於組政府或其指定的第三方進行的任何配對程序,或貿易通與政府就貿易通政府級務而簽訂的或可能簽訂的任何合同或協議中所提及或議議之其他用途; (xi) 貿易通應數字另身兩條能認繳的其他用途;及 (xi) 根據遵用法律要求進行披露。
- 我反對我的個人資料用於上述第 4(v)款所述的商品及/或服務直銷用途

就上述第4(v)終之用途,除非得到你的書面同意,否則本公司不得使用你的個人資料。你可隨時反對將你的個人資料用於上述 4(v)終中提及的商品及/或服務直銷用途,你可向我們下述第10條所指定的人士及地址發出停止接收直銷訊息的要求,表達你想再接收這些直銷訊息。收到你的要求後,我們將盡扶停止使用你的個人資料作直銷用途(不會就此另行收費)。

- 你同意貿易通可能會在遵照 (個人資料(私聽)條例)的規定下,向位於同一司法管轄區或其他司法管轄區內的任何下述各方披露及轉移价的貿易商數據或個人資料 (例如:電話號碼、業務及電郵地址): 1. 數任何貿易通服務,向貿易通提供行致、電訊、電腦、付款或證券結算或其他服務的任何代理人、承包商或第三方服 20世齡本

  - 政府機關,當局、由政府委任的第三方; 法例規定須向其披露有關資料的任何人士;
  - iv. 對貿易通負有保密責任的任何人士,包括已承諾為該資料保密的任何附屬公司或聯營公司,以及我們的代理人、專業 諮詢人及顧問;
  - v. 信貸資料服務機構及收債公司(如欠繳款項);或 vi. 貿易通的任何實際或建議承讓人或貿易通的權利或義務的受讓人。
- 除為了上述目的及根據上述第(5)條外,貿易通不得在未經客戶同意的情況下向任何第三方(預期接收者除外)披露個人
- 貿易通須限制個人資料只能被以下人士查閱:需要知道或使用此等資料、曾受訓練處理此等資料並會妥為遵守保密義務 的貿易通的高級人員、僱員、顧問及代理人。

### 向你必須的瀏覽資訊 (Cookies)

- 當你瀏覽我們的網站(<u>www.tradelink.com.hk.</u>及www.tradelink.ebiz.com)時,我們或會使用「Cookies」或其他技術來收集 你作為訪客的個人識別及聯絡資料,以及與網站主題相關的你的喜好資料。我們會將該等資料用於編製網站使用情況的 综合統計數字,以及推廣由我們或我們的營銷合作夥伴所提供或推薦的本公司服務
- 你可以透過更改你電腦系統上的相關互聯網選項或瀏覽設定拒絕接受 Cookies,但這樣做可能會令你無法使用或啟動我們網站的所有加能和服務。

### 你就個人資料享有的權利

客戶有權要來查閱及更正由貿易通將有的個人資料。客戶須以書面形式致函私總合規主任(地址:香港葵涌和宜合道 63 號麗晶中心 B 座 11 及 12 樓),提出查閱及更正個人資料的有關要求,又或就本公司的私飓政策作出查詢,貿易適可為處理以上查閱及更正要求收取合理金額的費用。

### 保護你的個人資料

- 11. 我們將持續採取適當的技術及組織措施,以防止你的個人資料被意外或非法銷毀、遺失、更改、未經授權披露或存取。
- 我們的網站可能包含由第三方提供的其他網站的超連結。這些第三方網站或網站上的任何內容不受我們管控。一旦你繼 12. 開我們的網站,我們即不會就你提供的任何資料的保護和私隱負責。瀏覽其他網站時應小心謹慎,並應細閱這些網站的

### 保存你的個人資料

13. 除非我們必須根據法律、監管或合約要求在指定時間內保存你的個人資料,我們僅會為收集該等資料的原有目的在實際 所需時間內保存你的個人資料

### 其他條款

- 14. 如本私隱政策之中英文版本有任何歧義、概以英文版本為進。
- 15. 我們或會不時更改本私隱政策,並透過本公司網站(www.tradelink.com.hk及www.tradelink-ebiz.com)發佈最新版本。
- 16. 本私隱政策受香港法律管轄並按其解釋

最後更新日期:二零二零年十月九日