



## Authorization for EDI Submission of Certificate of Hong Kong Origin / Certificate of Origin – Processing\* Request for Amendment Form

PLEASE COMPLETE THE FORM IN TYPEWRITTEN LETTERS

<b>Certificate of Hong Kong Origin *</b> <b>Certificate of Processing *</b> UCR:	<b>Approval No.:</b> 	<b>Date of Approval:</b> YY / MM / DD
--	--------------------------	--

**Supporting Document attached : (please tick the appropriate boxes)**

<input type="checkbox"/> 202 EXPLANATORY LETTER FOR AMENDMENT REQUEST	<input type="checkbox"/> 213 COPY OF INVOICE
<input type="checkbox"/> 206 EXPLANATORY LETTER FOR EXPEDITIOUS APPLICATION	<input type="checkbox"/> 214 COPY OF SHIPPING DOCUMENT e.g. bill of lading / air waybill
<input type="checkbox"/> 207 EXPLANATORY LETTER (OTHERS)	<input type="checkbox"/> 215 COPY OF PACKING LIST
<input type="checkbox"/> 208 COPY OF BUYER'S ORDER	<input type="checkbox"/> 216 RELEVANT COPY OF CERTIFICATE OF ORIGIN
<input type="checkbox"/> 209 COPY OF PRODUCTION ORDER AND RECORDS	<input type="checkbox"/> 217 COPY OF EXPORT LICENCE (EL) AND/OR OTHER TRADE DOCUMENTS
<input type="checkbox"/> 210 COPY OF BUYER'S SHIPMENT INSTRUCTIONS	<input type="checkbox"/> 219 COPY OF AUTHORISATION LETTER FROM REGISTERED BRAND NAME / TRADEMARK HOLDER
<input type="checkbox"/> 211 COPY OF RELEVANT DOCUMENTS FROM OVERSEAS CUSTOMS	<input type="checkbox"/> 220 COPY OF AUTHORISATION LETTER FROM COPYRIGHT HOLDER
<input type="checkbox"/> 212 COPY OF LETTER OF CREDIT (L/C)	<input type="checkbox"/> HD3 OTHERS. PLEASE SPECIFY: _____

**Reason Code for Expeditious Processing Request (please specify if the code for 'Others' is chosen):**

<b>Exporter Information to be amended</b>		<b>Exporter Name</b>	
		<b>Tel:</b>	<b>Fax:</b>
<b>Particulars on Certificate Requiring Amendment</b>	<b>Originally Declared</b>	<b>Amended To</b>	
		Details as circled on the attached MI message printout with UCR No.:   with the print date of YY / MM / DD, duly endorsed by the signatory.	

<b>Manufacturer Information to be amended</b>		<b>Manufacturer Name</b>	
(please complete this section on an additional form if more than 1 manufacturer is involved in the application).		<b>Tel:</b>	<b>Fax:</b>
<b>Particulars on Certificate Requiring Amendment</b>	<b>Originally Declared</b>	<b>Amended To</b>	
		Details as circled on the attached RMD message printout with UCR No.:   with the print date of YY / MM / DD, duly endorsed by the signatory.	

**Exporter's Declaration**

I, \_\_\_\_\_, 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.

\_\_\_\_\_ Date \_\_\_\_\_ 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.

**Manufacturer's Declaration** (Please do not complete this section if only exporter's information is amended)

I, \_\_\_\_\_, 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 Manufacturer)

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 (and to transform, where necessary) 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 Manufacturer.

I have also read, understood and consent to the Privacy Policy as referred to in the service centre form for Tradelink Services.

\_\_\_\_\_  
Date

\_\_\_\_\_  
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.

Remarks: Manufacturers and subcontractors have to ensure that the persons acting and signing for and on behalf of the manufacturers/subcontractors should be identical to the authorized signatories provided to the Trade and Industry Department else applications submitted will be deferred/rejected.

**Subcontractor's Declaration** (Please do not complete this section if only exporter's information is amended)

I, \_\_\_\_\_, 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 Subcontractor)

I declare that I have read and understood the Note and the codes on page 2.

I hereby authorize Tradelink Electronic Commerce Limited to transform and 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 Subcontractor.

I have also read, understood and consent to the Privacy Policy as referred to in the service centre form for Tradelink Services.

\_\_\_\_\_  
Date

\_\_\_\_\_  
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.

Remarks: Manufacturers and subcontractors have to ensure that the persons acting and signing for and on behalf of the manufacturers/subcontractors should be identical to the authorized signatories provided to the Trade and Industry Department else applications submitted will be deferred/rejected.

**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

