

Chinese Medicine Regulatory Office
Department of Health
Guidelines for Application for Import/Export Licence of Chinese herbal medicines

Under the Import and Export Ordinance (Cap. 60 of the Laws of Hong Kong) and its subsidiary legislation, an import/export licence must be obtained before any of the 31 types of the Chinese herbal medicines (Chm) specified in Schedule 1 or the 5 types of the Chm specified in Schedule 2 (please refer to Appendix 1) can be imported into or exported from Hong Kong. This also applies to single Chinese medicine granules for prescription* containing the abovementioned 38 types of Chm.

[* Please refer to the “Practising Guideline for Wholesalers of Chinese Herbal Medicines” for trading requirements of single Chinese medicine granules for prescription.]

Under the current arrangement, the application for the licences should be submitted to the Import & Export Control Team, Chinese Medicine Regulatory Office of the Department of Health beforehand.

2. Eligibility

- (a) Holders of valid Wholesaler of Chm licence (if they are restricted by their licence to trade in Schedule 2 Chm only, they cannot import and export Schedule 1 Chm),
- (b) Holders of valid Manufacturer of Proprietary Chinese medicines (pCm) licence (only for importing Chm to manufacture its pCm),
- (c) Organizations granted exemption by the Chinese Medicines Board from obtaining a wholesaler licence for importing Chm under section 158(1) of the Chinese Medicine Ordinance.

3. Methods of applications

I. Online application through the Trade Single Window

Eligible traders or organizations should register with the Trade Single Window website of the Hong Kong Customs and Excise Department, subscribe to Import/Export licences of Chm services and submit applications. Please refer to "Demonstration of the use of Trade Single Window (pCm/Chm) (for reference only) (Chinese version only)".

II. Submission of application in person

Applicant should submit the completed application forms together with documents listed under the Paragraph 4 of this guideline to the **Import & Export Control Team, Chinese Medicine Regulatory Office of the Department of Health** (address: 16/F, AIA Kowloon Tower, Landmark East, 100 How Ming Street, Kwun Tong, Kowloon) before any import/export of the Chm.

<u>Business Hours</u>
Mondays to Fridays: 9:00 a.m. – 1:00 p.m. and 2:00 p.m. – 5:30 p.m. (Closed on Saturdays, Sundays & Public Holidays)
For enquiries, please call 3904 9230

- (a) Application for an import licence should be made on **Import Licence Form 3 (blue) (TRA 187)** (quadruplicate copies).
- (b) Application for an export licence can be made on either
 - (i) **Export Licence Form 6 (white) (TRA 394)** (triplicate copies) or
 - (ii) **Export Licence Form (TRA_CMRO_E)** (original form only), a fillable PDF form downloaded from the CMRO website at

<https://www.cmro.gov.hk/html/eng/aboutus/service/ieccm.html>

Applicants could directly fill relevant information on the PDF form, print the application form on white A4 paper, and sign on the application form with black ink and stamp the company chop, **or** they could print the PDF form on white A4 paper, fill in the relevant information with black ink and accomplish with signature and company chop.

- (c) The application forms (TRA 187 and TRA394) are available for sale at the following locations:
 - (i) Shroff and Form Sales Counter, Trade and Industry Department, 13/F, Trade and Industry Tower, 3 Concorde Road, Kowloon City (Tel No.: 2398 5325).
 - (ii) Shroff Office, Chinese Medicines Management Division, CMRO, Department of Health, 16/F, AIA Kowloon Tower, Landmark East, 100 How Ming Street, Kwun Tong, Kowloon (Tel No.: 3904 9230).
 - (iii) Shroff Office, Drug Evaluation and Import/Export Control Division, Drug Office, Department of Health, Suite 2002-05, 20/F, AIA Kowloon

Tower, Landmark East, 100 How Ming Street, Kwun Tong, Kowloon
(Tel No.: 3974 4180).

4. Supporting documents for applying Import/Export Licence for Chm or Single Chinese medicine granules for prescription

I. Proof of eligibility

A. Online application through the Trade Single Window

Once the Holders of Wholesaler of Chm licence, Holders of Manufacturer of pCm licence and Organizations granted exemptions under S158 (1) of the Chinese Medicine Ordinance from obtaining a licence to import Chm subscribe to Import/Export licences of Chm services, they are not required to upload their licenses during applications. Applicants are required to select the purpose of import on the screen.

B. Submission of application in person

- i. The applicant should indicate that he/she is representing the declared company, who bears a valid Wholesaler Licence in Chinese herbal medicines or Manufacturer Licence in proprietary Chinese medicines. This can be done by submitting a copy of its trader's licence or by quoting the trader licence number on the application form;
- ii. Organizations granted exemption by the Chinese Medicines Board from obtaining a wholesaler licence for importing Chm under section 158(1) of the Chinese Medicine Ordinance should provide a copy of its exemption letter.

II. Supporting documents for importing Chm or Single Chinese medicine granules for prescription

The following documents are required to be uploaded via the Trade Single Window Homepage or submitted during paper submissions.

- (a) Copies of invoices or other documents evidencing business transactions. The documents should contain details such as particulars of the suppliers and the Chinese medicines traders who apply for the import of Chinese herbal medicines (e.g. company name,

address and contact details, etc.), information of Chinese herbal medicines to be imported (e.g. name and quantity), date of transaction and reference number, etc.

- (b) A copy of written approval issued to the suppliers by the local supervisory authorities or related departments, stating that the suppliers are allowed to engage in trading or production of Chinese herbal medicines (e.g. the 《藥品經營許可證》(Pharmaceutical Trade Licence) or the 《藥品生產許可證》(Pharmaceutical Production Licence) issued by relevant regulatory authorities. If there is no regulation on business or production of Chinese herbal medicines in the country/territory where the supplier is located, the Import & Export Control Team will consider the application on individual basis.
- (c) For application for import licence of single Chinese medicine granules for prescription, please submit a sample of the label on the container or package (For details about the labelling requirement of single Chinese medicine granules for prescription, please refer to “Practising Guidelines for Wholesalers of Chinese Herbal Medicines”

Additional documents may be requested when necessary.

III. Supporting documents for exporting Chm or Single Chinese medicine granules for prescription

The following documents are required to be uploaded via the Trade Single Window Homepage or submitted during paper submissions.

- (a) For application for export licence of single Chinese medicine granules for prescription, please submit a sample of the label on the container or package (For details about the labelling requirement of single Chinese medicine granules for prescription, please refer to “Practising Guidelines for Wholesalers of Chinese Herbal Medicines”.

The supporting documents supplied by the applicant, for examples, trade documents, should contain the detailed contact information of the issuant (including address, telephone number and e-mail address). Our department may contact the issuant to verify the authenticity of the documents at times.

5. Applicant's declaration

The applicant has to state the purpose of import/export. He has to declare that it (the company or organization) is the importer/exporter of the goods and that the information on the application form is true. Please note that according to the Import and Export Ordinance, it is an offence, in respect of an application for the issue of a licence, to make any statement or furnishes any information which is false or misleading in a material particular or omits any material particulars.

The data regarding licensed Chinese medicines traders and registered pCm on the Chinese Medicine Council of Hong Kong(the Council) website is prepared by the Council. The data is supplied to the Trade Single Window System in order to facilitate applications of Import/Export Licences of Chm and registered pCm. Whilst every care has been taken in preventing technical malfunctions, and in ensuring that the database is regularly updated, it is up to the applicant to check the accuracy of the information submitted. The Council cannot take responsibility for errors or omissions in the data or records, or for any consequences, direct or indirect, arising from such errors or omissions or from reliance thereon.

6. Processing Procedure

I. Online application through the Trade Single Window

- (a) The applicant will receive an acknowledgement e-mail after submission.
- (b) If the submission details comply with the licence issuance requirements, the application will be approved within 2 working days and the licence can be downloaded. Once submitted, the application details cannot be altered. If the application does not fulfil the issuance requirements, the application will be rejected and the reasons will be given. The applicants should print-out a copy of the original licence for import/export purpose as soon as possible.
- (c) The application details can be copied or saved as templates for resubmission of the application with latest updates

II. Submission of application in person

- (a) After submitting the application form, a receipt will be issued with a reference number to the applicant. Please retain the receipt.
- (b) The issuance of an import or export licence is normally 2 working days after receipt of the duly completed application form together with all necessary documents that showed compliance with licence issuance

requirements[#]. Please collect your import/export licence according to the instructions as printed on the receipt.

- (c) Should the applicant fail to duly complete an application form or provide valid supporting documents, our staff will request the applicant to amend the application form or provide further documents at a specified time. If the applicant fails to do so, the application form will be returned and a notice of refusal will be issued.
- (d) For import licence applications, the applicant will be given the original and duplicate of licence. For export licence applications, the licensee will be given only the original.
- (e) After the expiry of the validity of an issued licence, the unused copies of the expired licence should be returned to the department for cancellation.

7. Execution of licence

After applying for an import licence, the licensee should take delivery of the goods from the carrier (shipping company, airline or transportation company). Please note that under Section 8 of the Import and Export Ordinance, the original must be presented to the carrier within 7 days after importation of the goods, irrespective of whether whole or part of the consignments of goods is delivered.

After applying for an export licence, the licensee should surrender the licence to the carrier, without which the carrier is forbidden under Section 10 of the Import and Export Ordinance from accepting the goods for export.

The applicant should ensure that they should retain a copy of the licence before delivering it to the carrier.

8. The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)

- (a) To comply with the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), please take note of the latest provisions concerning the enlisted endangered species of Chinese herbal medicines stated in the Protection of Endangered Species of Animals and Plants Ordinance (Cap. 586 of the Laws of Hong Kong).

[#] Applications for import licence of proprietary Chinese medicines and export licence of proprietary Chinese medicines shall comply with international agreements applicable to Hong Kong. Applications that fail to do so may be rejected.

- (b) If the Chm to be imported or exported belong to endangered species, the applicant has to apply to the Agriculture, Fisheries and Conservation Department (AFCD) for import licence, export licence or possession licence. For any enquiries, please call Licensing Unit, Endangered Species Protection Division, AFCD at 2150 6973

9. Relevant codes of practice and laws

The applicants must comply with codes of practice of trades of Chinese herbal medicines and relevant laws. For details, please refer to the Practising guidelines for traders of Chinese medicines issued by the Chinese Medicines Board under the Chinese Medicine Council of Hong Kong. Applications for Import Licence for Chinese herbal medicines and Export Licence for Chinese herbal medicines that failed to comply with the relevant codes of practice and laws may be rejected.

This document is only for general reference and guidance and must not be treated as a complete or authoritative statement of the law on any particular case. Please refer to the Chinese Medicine Ordinance and the Import and Export Ordinance for the relevant legal provisions.

Chinese Medicine Regulatory Office
Department of Health
January 2026

List of Chinese Herbal Medicines Requiring Import/Export Licence**Schedule 1 (31 types of toxic Chinese herbal medicines)**

- | | |
|---|--|
| 1. 山豆根(Radix Sophorae Tonkinensis) | 17. 朱砂(Cinnabaris) |
| 2. 水銀(Mercury) | 18. 青娘蟲(Lytta) |
| 3. 生千金子(unprocessed Semen Euphorbiae) | 19. 砒石(Arsenolite) |
| 4. 生川烏(unprocessed Radix Aconiti) | 20. 砒霜(Arsenic trioxide) |
| 5. 生天仙子(unprocessed Semen Hyoscyami) | 21. 洋金花(Flos Daturae Metelis) |
| 6. 生天南星(unprocessed Rhizoma Arisaematis) | 22. 紅娘蟲(Huechys) |
| 7. 生巴豆(unprocessed Fructus Crotonis) | 23. 紅粉(Hydrargyri Oxydum Rubrum) |
| 8. 生半夏(unprocessed Rhizoma Pinelliae) | 24. 鬼臼(桃耳七、八角蓮) (Radix or Rhizoma Podophylli emodis, or Radix or Rhizoma Dysosmatis) |
| 9. 生甘遂(unprocessed Radix Kansui) | 25. 雪上一枝蒿(Radix Aconiti Brachypodi or Radix Aconiti Szechenyiani) |
| 10. 生白附子(禹白附、關白附)(unprocessed Rhizoma Typhonii or Radix Aconiti Coreani) | 26. 雄黃(Realgar) |
| 11. 生附子(unprocessed Radix Aconiti Lateralis) | 27. 斑蝥(Mylabris) |
| 12. 生狼毒(unprocessed Radix Euphorbiae Fischerianae, Radix Euphorbiae Ebracteolatae or Radix Stellerae) | 28. 輕粉(Calomelas) |
| 13. 生草烏(unprocessed Radix Aconiti Kusnezoffii) | 29. 雌黃(Orpiment) |
| 14. 生馬錢子(unprocessed Semen Strychni) | 30. 鬧羊花(Flos Rhododendri Mollis) |
| 15. 生藤黃(unprocessed Resina Garcinia Morellae) | 31. 蟾酥(Venenum Bufonis) |
| 16. 白降丹(Mercurous chloride and mercuric chloride) | |

Schedule 2 (5 types of Chinese herbal medicines)

32. 威靈仙(Clematidis Radix et Rhizoma)
33. 凌霄花(Campsis Flos)
34. 製川烏(Aconiti Radix Cocta)
35. 製草烏(Aconiti Kusnezoffii Radix Cocta)
36. 龍膽(Radix Gentianae)

How to Complete Import Licence Application Form for Chinese Herbal Medicines

When completing the licence application, please read the following guidelines carefully. The numbers given below against each of these guidelines correspond to the numbers in circles in the specimen of **Import Licence Form 3 (blue) (TRA 187)** at Appendix 3 for cross-referencing purpose.

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

(1) Foreign Exporter (Name and Address)

Please give the name and full address. The country/territory must be clearly specified and should be tallied with the “exporting place” stated in item 11.

(2) Importer (Name and Address)

Please give the name and full address as well as the trader licence number (if the trader licence is not provided). P.O. Box number or application submitted by “Company A on behalf of Company B” will not be accepted.

(3) Business Reg. No.

Please give the first 11 digits of your business registration number (e.g. 12345678-000).

(4) Estimated Date of Arrival

If the exact date is not known, please provide an estimated date of arrival. Import licence application should be submitted well before the estimated date of arrival to allow sufficient time for the application to be processed and approved.

(5) Vessel/Flight/Vehicle Number

Please state the mode of transport (delivery by air, sea or lorry, etc), and give the shipping, 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) No. 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) No. of Units

Please put “*” in front of and behind the numeral showing the quantity of each item of goods and give the appropriate unit, e.g. kg/packages/cartons, etc. in which the quantity of the goods is expressed.

(9) Description of Goods

There should be no more than five items on each application form. Please give detailed description for each item of the Chinese herbal medicines to be transported, including the name of each item (Please use the Chinese names stated in Schedule 1 and Schedule 2 of the Chinese Medicine Ordinance (the Ordinance)); and the Latin names of the Chinese herbal medicines should also be given as far as possible (Please use the Latin names stated in Schedule 1 and Schedule 2 of the Ordinance). The weight/quantity of the minimum packaging units, e.g. kg/packages/cartons should also be specified.

(10) Blank space must be crossed out

(11) Exporting Place**

This is the exporting country/territory of the goods, i.e. the country/territory in which the exporter is located.

(12) Place of Origin**

Origin country/territory for each item of goods must be specified. This is the country/territory where the goods are manufactured and is not necessarily the “exporting place” stated in item 11.

**Note: The name of related country/territory can be referred to the latest version of “Classification of Countries/Territories” in the website of Census and Statistics Department (<http://www.censtatd.gov.hk/>); details can be found in “Booklet of “How to Complete and Lodge Import/Export Declarations”” and “Hong Kong Imports and Exports Classification List (Harmonized System)”.

(13) Importer's Declaration

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

(14) Signatory's Name in Block Letters

Please fill in "signatory's name" in block letters in accordance with his/her Hong Kong identity card or passport. Surname or initials of signatory is not accepted.

(15) Date, Signature and Company Chop

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

IMPORT LICENCE Form 3 進口許可證表格三 ORIGINAL 正本

1	Foreign Exporter (Name and Address) 外埠出口商 (名稱及地址) BEIJING CHINA ABC COMPANY No.8, Manman New Road, Yuanyuan District, Beijing, China	Date of Issue 發出日期 Licence No. 許可證編號 THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION Import and Export Ordinance, Cap. 60 Reserved Commodities Ordinance, Cap. 296 and any other Enactment 香港特別行政區政府 (進出口條例) (第60章) (儲備商品條例) (第296章) 及其他成文法例					
2	Importer (Name and Address) 進口商 (名稱及地址) ABC Far East Company Limited 18/F, Health Industrial Building, 999 Chai Wan Road, Hong Kong	Conditions of issue of this licence include the following 本許可證的發出條件包括以下各項: (i) Normally this form is to be submitted in triplicate. However, for certain categories of goods, which are notified through Trade and Industry Department circulars, quadruplicates are required. 一般而言, 本表格必須一式三份呈交, 但就工業貿易署通告通知的若干類別貨品而言, 本表格須一式四份呈交。 (ii) The original of this licence shall be the only valid copy against which the goods described herein may be released by the carriers to the importer on arrival in Hong Kong unless special authority to permit release against a certified true copy is granted by the Director-General of Trade and Industry or an officer authorised by him. 本許可證的正本為承運人在本表格所附貨品清單抵達香港後發給指定貨物予進口商時作為憑據的唯一有效文本, 但如工業貿易署署長或其授權人員特准憑核實複文本發放該批貨品則除外。 (iii) This licence must be correctly endorsed by the importer with shipment arrival details (see reverse) and the importer must not take delivery of the goods until the licence has been so endorsed; the original of the licence duly endorsed must then be passed to the shipping, airline or transportation company who should check details given by the importer and return the licence to the Trade and Industry Department together with the relevant manifest. 本許可證必須由進口商正確填妥, 並填上貨品抵達詳情 (見背頁); 進口商必須將委託海運手續方可領取貨品, 本許可證的正本須帶同委託海運手續單、航空或運輸公司, 向該公司在該港港口關所填妥的詳情後, 須將本許可證連同有關清單一併交回工業貿易署。 (iv) The importer must lodge import declarations in respect of items on this licence within 14 days of shipment. 在本許可證所開列的貨品付運後時 14 天內, 進口商必須就該等貨品呈交進口報關單。 (v) This licence is valid for six months from the date of issue. Extension of validity may be granted on application. 本許可證有效期為六個月, 由發出日期起計, 經申請後, 有效期可能獲准延長。					
3	Business Reg. No. 商業登記號碼 12345678-000						
4	Tel. No. 電話 2345-6789						
5	Estimated Date of Arrival 預計抵達日期 23rd Oct, 2008						
5	BY AIR CX201						
WARNING 警告: All alterations must be carried out by authorised officers. Heavy penalties are provided for false declaration and information, unauthorised alterations and misuse of this licence. 只有獲授權人員方可更改本許可證。凡作虛假聲明、提供虛假資料、未經授權而更改本許可證或不當地利用本許可證者, 可被重罰。							
6	Marks and Nos.; Container No.; 標記及編號 貨櫃編號 ABC Order no.	No. and Kind of Packages; Brand and Model, 包裝數目及種類, 牌子及型號 120 Cartons 10 BAGS /Carton	DESCRIPTION OF GOODS 貨物說明 Radix Sophorae Tonkinensis 60 kgs per bag	No. of Units (e.g. kg, litre) 單位數量 (如公斤, 公升) *1200* Bags	C.I.F. Value HKD *到岸價 (以港元計) \$ 31,012.00	8	
7	NO MARK	100 Cartons 10 BAGS /Carton	Radix Clematidis 50 kgs per bag	*1000* Bags	\$ 28,271.00	9	
10	Total 總額 \$ 59,283.00						
* C.I.F. Value HK comprises the cost of the goods to the HK importer up to the arrival in HK of the vessel, vehicle or aircraft carrying the goods, together with the amount of the insurance, freight and any other charges. HKD means Hong Kong Dollar. * 到岸價包括香港進口貨物至船隻、車輛或飛機抵達之時為止所付的貨品成本 (運保險、運費及任何其他費用在內)。* HKD 指港元。			Exporting Place 出口地方 Chinese Mainland, CU	IMPORTER'S DECLARATION 進口商聲明書 I hereby declare that I am the importer of the goods in this declaration and that the particulars given in this declaration are true and that the goods imported shall be as described. I further declare that the goods are for (a) local consumption (b) re-export to 本人謹此聲明: 本人是本聲明書所指貨品的進口商, 本聲明書中填報的資料均屬真實無訛, 進口貨品亦與所填報者相同, 該等貨品將用作 (a) 本地 (b) 轉口往 * (Delete (a) or (b) where not applicable) * 請刪去不適用於(a)或(b)項			
11	Item No. 項目 1 2 3 4 5	Place of Origin 來源地方 Chinese Mainland Chinese Mainland	Approved 已批准 for Director-General of Trade and Industry (代行) 工業貿易署署長				13
12	Signatory's Name in Block Letters 簽署人姓名 (用正楷填寫) CHAN TAI MAN					14	
Date, Signature & Company Chop 日期、簽署及公司印章 15 th Oct, 2008 甲乙丙 遠東有限公司					15		

IMPORTANT NOTE 重要事項
 If there is any discrepancy between the English text and the Chinese text of this form, the English text shall be taken as conclusive.
 倘本表格的中英文本有任何差異, 應當以英文本為準。

TRA 187 (Rev 2007) (2007年修訂) F3B-CLEARED-20

How to Complete Export Licence Application Form for Chinese Herbal Medicines

When completing the licence application, please read the following guidelines carefully. The numbers given below against each of these guidelines correspond to the numbers in circles in the specimen of **Export Licence Form 6 (white) (TRA 394)** at Appendix 5 or **Export Licence Form (TRA CMRO E)** at Appendix 6 for cross-referencing purpose.

Points to note: No erasure or correction fluid should be used on export licence form. Errors should be clearly and tidily crossed out. Please initial, date and apply your company's chop against all amendments, defacements, additions or deletion made. No more than three chops for amendment are allowed for each application. Any amendments of the issued export licence could only be made by the Department upon receipt of written applications for amendments by the company concerned.

(1) Exporter (Name and Address)

Please give the name and full address as well as the trader licence number (if the trader licence is not provided). P.O. Box number or application submitted by representative other than the exporter will not be accepted.

(2) Business Reg. No.

Please give the first 11 digits of your business registration number (e.g. 12345678-000).

(3) Consignee (Name and Address)

Please give the name and full address. P.O. Box number will not be accepted. The information therein must tally with the information stated in "Destination and Code" in item 11.

(4) Departure Date

If the exact date is not known, please provide an estimated date of departure. Export licence application should be submitted well before the estimated date of departure to allow sufficient time for the application to be processed and approved.

(5) Vessel/Flight/Vehicle No.

Please state the mode of transport (delivery by air, sea or lorry, etc) and give the shipping, 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) No. 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

There should be no more than five items on each application form. Please give detailed description for each item of the Chinese herbal medicines to be transported, including the name of each item (Please use the Chinese names stated in Schedule 1 and Schedule 2 of the Chinese Medicine Ordinance (the Ordinance)); and the Latin names of the Chinese herbal medicines should also be given as far as possible (Please use the Latin names stated in Schedule 1 and Schedule 2 of the Ordinance). The weight/quantity of the minimum packaging units, e.g. kg/packages/cartons should also be specified.

(9) No. of Units

Please put “*” in front of and behind the numeral showing the quantity of each item of goods and give the appropriate unit, e.g. kg/packages/cartons, etc. in which the quantity of the goods is expressed.

(10) Blank space must be crossed out

(11) Destination and Code **

This is the destination country/territory of the exports. The code number need not be given, if unknown.

(12) Place of Origin**

Origin country/territory for each item of goods must be specified. This is the country/territory where the goods are manufactured and is not necessarily the country/territory where the exporter is located.

(13) Code of Place of Origin**

The code number need not be given, if unknown.

**Note: The name of related country/territory can be referred to the latest version of “Classification of Countries/Territories” in the website of Census and Statistics Department (<http://www.censtatd.gov.hk/>); details can be found in “Booklet of “How to Complete and Lodge Import/Export Declarations”” and “Hong Kong Rev. 01.2026

Imports and Exports Classification List (Harmonized System)".

(14) Name and Address of HK Manufacturer/Processor

For goods manufactured in Hong Kong, please give the name and full address of the Hong Kong manufacturer or processor. For re-exports, name and address of the manufacturer can be omitted. However, the origin country/territory of the re-exports must be indicated in "Place of Origin".

(15) Signature and Date

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.

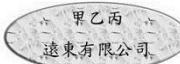
(16) Signatory's Name in Block Letters

Please fill in "signatory's name" in block letters in accordance with his/her Hong Kong identity card or passport. Surname or initials of signatory is not accepted.

(17) Company Chop

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

EXPORT LICENCE Form 6 出口許可證表格六 ORIGINAL 正本

1	Exporter (Name and Address) 出口商 (名稱及地址) ABC Far East Company Limited 18/F, Health Industrial Building, 999 Chai Wan Road, Hong Kong			Date of Issue 發出日期 THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION Import and Export Ordinance, Cap. 296 and any other Enactment 香港特別行政區政府 《進口及出口條例》(第296章)及其他英文法例 (儲備商品條例) (第296章)及其他英文法例	Licence No. 許可證編號
2	Business Reg. No. 商業登記號碼 12345678-000 Tel. No. 電話號碼 2345-6789	Conditions of issue of this licence include the following:- 本許可證的發出條件包括以下各項: (i) Normally the form is to be submitted in duplicate. However for certain categories of goods, which are notified through Trade and Industry Department circulars, triplicates are required. 一般而言,本表格必須一式兩份呈交,但就工業貿易署轉通告通知的若干類貨品而言,本表格須一式三份呈交。 (ii) Any number of items in licensable categories may be entered on this form provided all are shipped at the same time on the same vessel, aircraft or vehicle. 須領取出口許可證的不同類別貨品,如在同一時間全部由同一船隻、飛機或車輛裝運,可在本表格內一併填報,貨品數量不限。 (iii) The original must be given to the shipping, airline or transportation company for return to the Trade and Industry Department together with the relevant manifests. 本許可證的正本須交給船運、航空或運輸公司,由該公司轉本許可證連同有關報單交回工業貿易署。 (iv) The exporter must lodge export declarations in respect of items on this licence within 14 days of shipment. 在本許可證所列的貨品付運後的14天內,出口商必須就該等貨品呈交出口報關單。 (v) The name and address of the Hong Kong manufacturer or processor must be provided for locally produced commodities covered by this licence. 對於本許可證所開列的本地製造商品,必須提供香港製造商或加工商的名稱及地址。 (vi) In case of re-exports, condition (v) does not apply. However, the place of origin of the items must be shown in the box provided for the purpose on this licence. 倘(v)項條件不適用於轉口貨品,但必須在本許可證提供的空格內填報該等貨品的來源地方。 (vii) This licence is valid for twenty eight days from the date of issue. 本許可證有效期為二十八天,由發出日期起計。 (viii) HKD means Hong Kong Dollar. *HKD*指港幣。			
3	Consignee (Name and Address) 收貨人 (名稱及地址) CANADA ABC COMPANY No.8, Health Road, Nice Zone, Toronto, Canada				
4	Departure Date 離境日期 23 rd Oct, 2008				
5	Vessel/Fight/Vehicle No. 船隻/班機/車輛編號 BY SEA LEDA MAERSKYV .68				
WARNING: All alterations must be carried out by authorised officers. Heavy penalties are provided for false declaration & information, unauthorised alterations & misuse of this licence. 警告: 只有獲授權人員方可更改本許可證。凡作虛假聲明,提供虛假資料,未經授權的更改或濫用此許可證,均可受重罰。					
6	Marks and Nos., Container No., 標記及編號, 貨櫃編號 ABC Order no.	No. and Kind of Packages Brand and Model, 包裝數目及種類, 牌子及型號 100 Cartons 10 BAGS /Carton	DESCRIPTION OF GOODS 貨品的說明 Radix Gentianae 1kg / Bag	No. of Units (e.g kg, liter) 單位數量 (如公斤, 公升) *1000* BAGS	F.O.B. Value HKD 報關價 (以港幣計) \$52,000.00
7	(This area is intentionally left blank for the exporter to provide details of the goods.) (此區有意留空,以便出口商提供貨品詳情。)				
8	Total 總額 \$52,000.00				
11	Destination & Code 目的地及代碼 Canada, CA		EXPORTER'S DECLARATION 出口商聲明 I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value. 本人謹此聲明:本人是本聲明書所指貨品的出口商,本聲明書中填報的資料均屬真實無誤,而且上列報關的價值為全數價值。		
12	Place of Origin 來源地方 Chinese Mainland	Code of Place of Origin 來源地方代碼 CN	Name and Address of HK Manufacturer/Processor 香港製造商/加工商名稱及地址		
13			Signature and Date 簽署及日期 CHAN 11 th Oct, 2008		
14			Signatory's Name in Block Letters 簽署人姓名 (用正楷填寫) CHAN TAI MAN		
15			Company Chop 公司印章 		
16			Approved 已批准 (Director-General of Trade and Industry 代行) 工業貿易署署長		
17					

IMPORTANT NOTE 重要事項
 If there is any discrepancy between the English text and the Chinese text of this form, the English text shall be taken as conclusive.
 倘本表格的中英文本有任何差異,應當以英文本為準。

衛生署中醫藥規管辦公室 Chinese Medicine Regulatory Office, Department of Health
 出口許可證表格 Export Licence Form ORIGINAL正本

Exporter (Name and Address) 出口商 (名稱及地址) 1 → ABC Far East Company Limited 18/F, Health Industrial Building, 999 Chai Wan Road, Hong Kong		Date of Issue 發出日期 THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION Import and Export Ordinance, Cap 60 and any other Enactment 香港特別行政區政府 《進出口條例》(第60章)及其他成文法例		Licence No. 許可證編號					
Business Reg. No. 商業登記號碼 12345678-000 Tel. No. 電話號碼 2345-6789		Conditions of issue of this licence include the following: - 本許可證的發出條件包括以下各項: (i) Any number of items in licensable categories may be entered on this form provided all are shipped at the same time on the same vessel, aircraft or vehicle. 須領取出口許可證的不同類別貨品, 如在同一時間全部由同一船隻、飛機或車輛裝運, 可在本表格內一併填報, 貨品數量不限。 (ii) The original must be given to the shipping, airline or transportation company for return to the Trade and Industry Department together with the relevant manifest. 本許可證的正本須交給船運、航空或運輸公司, 由該公司將本許可證連同有關輪單交回工業貿易署。 (iii) The exporter must lodge export declarations in respect of items on this licence within 14 days of shipment. 在本許可證所開列的貨品付運後的14天內, 出口商必須就該等貨品呈交出口報關單。 (iv) The name and address of the Hong Kong manufacturer must be provided for locally produced commodities covered by this licence. 對於本許可證所開列的本地製造商品, 必須提供香港製造商的名稱及地址。 (v) In case of re-exports, condition (iv) does not apply. However, the place of origin of the items must be shown in the box provided for the purpose on this licence. 第(iv)項條件不適用於轉口貨品, 但必須在本許可證特備的空格內填報該等貨品的來源地方。 (vi) This licence is valid for twenty eight days from the date of issue. 本許可證有效期為二十八天, 由發出日期起計。 (vii) HKD means Hong Kong Dollar. "HKD"指港元。							
Consignee (Name and Address) 收貨人 (名稱及地址) 3 → Canada ABC Company No. 8 Health Road, Nice Zone, Toronto, Canada		Departure Date 離境日期 28 Oct, 2020 Vessel/Flight/Vehicle No. 船隻/班機/車輛編號 BY SEA LEDA MAERSKYV, 68							
WARNING: All alterations must be carried out by authorised officers. Heavy penalties are provided for falsification & information, unauthorised alterations & misuse of this licence. 警告: 凡有修改輸入員方可更改本許可證。凡在虛假證明、提供虛假資料、未經授權而更改本許可證或不當地使用本許可證者, 可被重罰。									
Marks and Nos., Container No. 標記及編號, 貨櫃編號 6 → ABC Order no.		No. and Kind of Packages Brand and Model 包裝數目及種類 牌子及型號 100 Cartons 10 Bags/ Carton Radix Gentianae 1kg/ Bag		Description of Goods 貨品的說明		No. of Units (e.g. kg, litre) 單位數量(如公斤, 公升) *1000* Bags		F.O.B. Value HKD 離岸價(以港元計) \$ 52,000.00	
						Total 總額 \$ 52,000.00			
		Destination & Code 目的地及代碼 11 → Canada CA		Name and Address of HK Manufacturer 香港製造商名稱及地址 12 → Chinese Mainland → CN		EXPORTER'S DECLARATION 出口商聲明書 I hereby declare that I am the exporter of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the value declared above is the full value. 本人謹此聲明: 本人是本聲明書所指貨品的出口商, 本聲明書中填報的資料均屬真實無訛, 而且上開填報的價值為全部價值。 Signature and Date 簽署及日期 15 → T.M. Chan 15 Oct, 2020			
						Signatory's Name in Block Letters 簽署人姓名(用正楷填寫) 16 → CHAN TAI MAN			
				Approved 已批准 14 → (For Director-General of Trade and Industry 代行) 工業貿易署署長		Company Chop 公司印章 17 →			

IMPORTANT NOTE 重要事項
 If there is any discrepancy between the English text and the Chinese text of this form, the English text shall be taken as conclusive.
 倘本表格的中英文本有任何差異, 應當以英文本為準。


TRA CMRO (Rev 2020)(2020年修訂)

Sample of Import Licence of Chm applied through Trade Single Window

Appendix 7

中藥材進口許可證
Import Licence for Chinese Herbal Medicines

衛生署中醫藥規管辦公室
Chinese Medicine Regulatory Office, Department of Health

Foreign Exporter (Name and Address) 外地出口商 (名稱及地址) Beijing ABC Company Limited 8 Beijing Road, Beijing CHINESE MAINLAND		Date of Issue 發出日期 2023-06-12 (YYYY-MM-DD 年-月-日)	Licence No. 許可證編號 CHM1202300***** Validation Code 驗證碼 kUGGJ***
THE GOVERNMENT OF THE HONG KONG SPECIAL ADMINISTRATIVE REGION Import and Export Ordinance, Cap 60 and any other Enactment 《進出口條例》(第60章)及其他成文法則			
Importer (Name and Address) 進口商 (名稱及地址) Tinfan Trading Company 9/F, BLOCK D, LOWLICK BUILDING, 888 WONGWONG ROAD, MONGKOK, KOWLOON Trader Licence No. 中藥商牌號碼 CW-1234-12345 Business Reg. No. 商業登記號碼 12345678-000 Tel. No. 電話號碼 23456789 Estimated Date of Arrival (YYYY-MM-DD) 2023-07-01 預計抵達日期 (年-月-日) Vessel/Flight/Vehicle No. (海運) 船隻 / 飛機 / 車輛編號	Conditions of issue of this licence include the following 本許可證的發出條件包括以下各項: (i) This licence shall be the valid copy against which the goods described herein may be released by the carriers to the importer on arrival in Hong Kong. Where necessary, the validity of this licence can be verified through Trade Single Window website. Please visit https://www.tradesinglewindow.hk/validity-check for verification procedure or call 2117 3348 for assistance. 本許可證為承運人在本港地所說明貨品運抵香港後發給指定貨品于進口商時作為憑證的有效文本。如有需要,可透過貿易單一窗口網頁查閱本許可證的有效性,請瀏覽 https://www.tradesinglewindow.hk/validity-check 查詢程序或致電2117 3348尋求協助。 (ii) This licence must be correctly endorsed by the importer with shipment arrival details (see the following page) and the importer must not take delivery of the goods until the licence has been so endorsed; the licence duly endorsed must then be passed to the shipping, airline or transportation company who should check details given by the importer and return the licence to the Trade and Industry Department together with the relevant manifest. 本許可證必須由進口商正確地批署,並填上貨品抵港詳情(見下頁),進口商必須於批署手續方可領取貨品,本許可證經批署後須交與船運、航空或運輸公司,該公司須查核進口商所填報的詳情後,須將本許可證連同有關隨單一併交回工業貿易署。 (iii) The importer must lodge import declarations in respect of items on this licence within 14 days of shipment. 在本許可證所開列的貨品付運後的14天內,進口商必須就該等貨品呈交進口報關單。 (iv) This licence is valid for six months from the date of issue. Extension of validity may be granted on application. 本許可證有效期為六個月,由發出日起計,經申請後,有效期可能獲准延長。		
WARNING: All alterations must be carried out by authorised officers. Heavy penalties are provided for false declaration and information, unauthorised alterations and misuse of this licence. 警告: 只有獲授權人員方可更改本許可證,凡有虛假聲明、提供虛假資料、未經授權而更改本許可證或不當地使用本許可證者,可被重罰。			
Marks and Nos. 標記及編號			

Item No 項目	(Code) Place of Origin (代碼) 來源地方	No. and Kind of Packages 包裝數目及種類	Description of Goods (e.g. 【Brand】 Product Name, # Packing Description of Goods (per unit) #) 貨品的說明 (如【牌子】產品名稱, # 貨品的包裝說明 (每單位) #)	No. of Units 單位數	*C.I.F. Value HKD 到岸價(以港元計)
1	(CN) CHINESE MAINLAND	6 carton	S1SphoraeTonkinensis Radix Sophorae Tonkinensis Radix # 600g per bag #	60 Kg	3,120
2	(CN) CHINESE MAINLAND	3 carton	S2Clematidis Radix Clematidis Radix # 500g per bag #	30 Kg	1,875
(Code) Exporting Place (代碼) 出口地方 (CN) CHINESE MAINLAND				Total 總額	4,995

* C.I.F. Value comprises the cost of the goods to the HK importer up to the arrival in HK of the vessel, vehicle or aircraft carrying the goods, together with the amount of the insurance, freight and any other charges. HKD means Hong Kong Dollar. *到岸價包括香港進口商截至載貨船隻、車輛或飛機抵達之時為止所付出的貨品成本(連保險、運費及任何其他費用在內)。“HKD”指港元。 Approved (Pharmacist) 已批准 工業貿易署署長(藥劑師代行)	IMPORTER'S DECLARATION 進口商聲明書 I hereby declare that I am the importer of the goods in respect of which this declaration is made and that the particulars given in this declaration are true and that the goods imported shall be as described. I further declare that the goods are for 本人謹此聲明:本人是本聲明書所指貨品的進口商,本聲明書中填報的資料屬真實無訛,進口貨品亦與所填報者相同,該等貨品用作: 本銷,轉口往東南亞 Name 姓名: YIP MAN Date 日期: 2023-06-12 (YYYY-MM-DD 年-月-日)
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ARRIVAL DETAILS

貨品抵埠詳情

Importer must type in arrival details and sign that these details are true and correct before loading. Enforce to shipping, airline or transportation company concerned. Shipping, airline or transportation company must check typed details against Bill of Lading/Air Waybill and manifest and sign in space provided that this has been done. 進口商必須填上貨品抵埠詳情，並與有關運輸公司所填的資料是真實正確的，然後將本表交與船運、航空或運輸公司。有關的船運、航空或運輸公司必須將填報的資料與提單/空運提單及驗單核對，並在下列空白處簽署證明所填對妥善。

Date of Arrival 抵達日期	Name of Vessel, Voyage No./ Vehicle No. 船隻名稱 - 航程/班機/車輛編號	Bill of Lading/Air Waybill No. 提單/ 空運提單編號	Goods arriving (show number of cases and total quantity using same unit as in previous page) 運來貨品 (註明貨物數目，並以上頁相 同的單位註明總數量)	Is there any balance to be imported after this import (State Yes or No) 是否仍有餘下貨品會待下次 進口 (註明是或否)	Importer's signature declaring that details given in (a) (b) (c) (d) & (e) are true and correct 進口商 簽署證明 00 00 00 00 00 各欄詳情均真實正確	Shipping, Airline or Transportation company's verification that information has been checked against B/L/AWB and manifest 船運、航空或運輸 公司所填資料已與資料與提單/空運 提 單及驗單核對
(a)	(b)	(c)	(d)	(e)		
SAMPLE						

