

## “Copy Application” Function

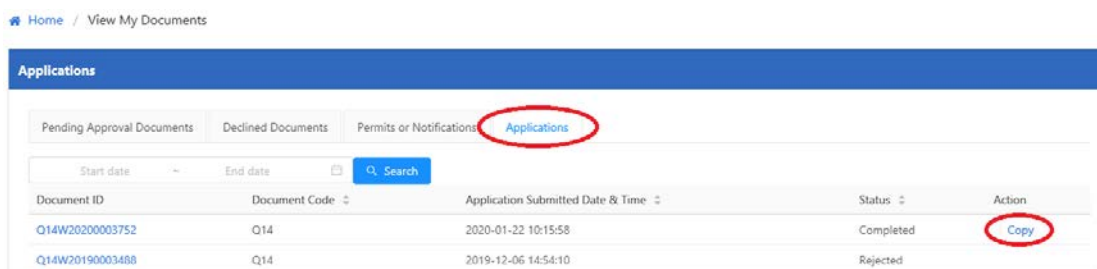
Note:

- (i) To use “Copy Application” function, a user is required to select from the submitted application (except for application in “Rejected” status);
- (ii) The new application form would prefill the information from the system, except supporting documents and declaration checkbox(es), if any, that carried forward from the previously submitted application.

1. User may select “View My Documents” on front page.



2. Select “Applications”, and then press “Copy” on the relevant application to be copied into a new application.



3. Application form prefills information that carried forward from the submitted application. User should check the accuracy of the information and click at relevant fields to update application information, if applicable.

### Part 1 - Applicant

\*Name ① CHAN TAI MAN

Company Name ① ABC Company

Business Registration Certificate No. 12345678-000

\*Tel. No. ① 12345678

\*Country/Territory Hong Kong ▾

\*Address Line 1 ① NORTH POINT

Address Line 2 ①

\*Is the Address same as Business Registration?  Yes  No

**Part 2 - Consignment**

\*Source of Sand (Country/Territory)

\*Source of Sand (Location)

\*Mode of Transportation

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**Part 3 - Sand Removal Permit Information**

Item No.	*Final User Certificate No. (e.g. FU-18-0001)	*Sand Unloading Place(s)
1	<input type="text" value="FU-18-0001"/>	<input type="text" value="Tuen Mun"/>

*Export Licence No. (e.g. 18-AE-000001)	*Issue Date of Export Licence (YYYY-MM-DD)	*Expiry Date of Export Licence (YYYY-MM-DD)	*Quantity of Export Licence (tonne)	*Remove and Transport Quantity of Sand (tonne)
<input type="text" value="18-AE-000001"/>	<input type="text" value="2019-12-09"/>	<input type="text" value="2020-01-06"/>	<input type="text" value="200"/>	<input type="text" value="100"/>

No.	*Vessel/Vehicle No.
1	<input type="text" value="AB1234"/>

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**Part 4 - Remarks**

Remarks

4. After uploading of supporting document(s), press “Next”.

**Part 5 - Supporting Documents**

Category	Filename	Type	Size	Status
* Export Licence(s) of the People's Republic of China				<input type="button" value="Choose file"/>
supplementary information (e.g. relevant supporting document)				<input type="button" value="Choose file"/>

5. User shall read the “Applicant/Importer’s Declaration” and check the box on “I agree to the declaration” for acceptance. After verification of revised information, user may sign it with the password or digital certificate for confirmation and submit the new application.

**Part 6 - Applicant/Importer's Declaration**

i. I/We declare that to the best of my/our knowledge and belief, the information provided in this form is true, correct and complete.

ii. I/We certify that the enclosed copies of the required documents are true copies of the original documents that are still valid on the date of this application.

iii. I/We have read and understood the Conditions of Sand Removal Permit and undertake to abide by the requirements under the said Conditions.

iv. I/We have read the Personal Information Collection Statement inside the application form about my/our personal data. I/We agree and understood that such personal data can be used according to the purposes stated in the Personal Information Collection Statement.

I agree to the declaration

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**Part 7 - Signature**

\* Signature Method  Password  Digital Certificate

\* Password

- After the successful submission of new application, the system would send an acknowledgement receipt to the user. User can also check the status of application by selecting “View My Documents” and “Pending Approval Documents”.

Home / View My Documents

Pending Approval Documents

Pending Approval Documents Declined Documents Permits or Notifications Applications

Document ID	Document Code	Submitted Date & Time	Status
Q14W20200004036	Q14	2020-02-25 14:14:58	Pending

< 1 >

- Once the new application is approved, the system would send a notification email to the user.

*(Sample notification email of successful application)*

Dear Sir / Madam,

Please be informed that the following Trade Document is issued.

Details are as below:

Trade Document Name: Sand Removal Permit

Document Reference No.: FU-12312-20-001

Application No.: Q14W20200004036

Issue Date/time: 2020-02-25T14:29:33.919

You can download the document at the Trade Single Window website.

[Link to corresponding TSW website](#)

This is a computer generated email, please do not reply to this email. If you wish to contact us, please call 2117 3348.

Office of Trade Single Window Operation

敬啟者：

以下貿易文件經已發出，詳情如下

貿易文件名稱: 搬運沙粒許可證

文件參考編號: FU-12312-20-001

申請編號: Q14W20200004036

發出日期/時間: 2020-02-25T14:29:33.919

你可於貿易單一窗口網站下載有關文件。[連結往相關貿易單一窗口網站](#)

此電郵是由電腦系統自動發送的，請不要回覆。如有查詢，請致電2117 3348。

貿易單一窗口科

8. The status of relevant trade document would change from “Pending” to “Completed”.

Home / View My Documents

**Applications**

Pending Approval Documents Declined Documents Permits or Notifications **Applications**

Start date - End date

Document ID	Document Code	Application Submitted Date & Time	Status	Action
Q14W20200004036	Q14	2020-02-25 14:14:58	Completed	Copy

9. After the application is approved, user may select “Permits or Notifications” and download the permit by clicking the Document ID of the issued permit.

Home / View My Documents

**Permits or Notifications**

Pending Approval Documents Declined Documents **Permits or Notifications** Applications

Document ID	Document Code	Issued Date & Time	Status	Action
FU-12312-20-001	P14	2020-02-25 14:29:34	Issued	Request to Cancel

*(Sample of an issued permit)*

搬運沙粒許可證編號 Sand Removal Permit No.	FU-12312-20-001	驗證碼 Validation Code		有效期由: valid from:	2020/02/25	至: to:	2020/03/26
持證人 Permittee	ORTU			地址 Address: abc, Hong Kong			
電話 Tel No.:							

甲部 (Part A)

<p>搬運沙粒許可證 (在香港境內搬運沙粒) SAND REMOVAL PERMIT (for Removal and Transportation of Sand in HONG KONG) 在本港境內進行搬運時，此證必須存放在船隻/車輛內。 This Permit shall remain in the vessel/vehicle at all times during the period of removal and transportation in Hong Kong. (每一載由船隻/車輛運載的沙粒均須領有一張許可證。每一張許可證只可使用一次。) (One Permit is required for each vessel load/vehicle load and could be used for only one time)</p>
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— End —