

## Password authentication function for “Licence for Ozone Depleting Substances” application

1. User may press “Apply” for the selected “Licence for Ozone Depleting Substances” on front page.

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### Prepare New Application

Document Name	Document Code	Government Agency	Action
Import Licence (Ozone Depleting Substances)	Q17	Trade and Industry Department	<a href="#">Apply</a>

< 1 >

2. After filling in necessary information and uploading the supporting document(s) (if any), user shall complete the “Applicant’s/Importer’s Declaration” and check the box on “I accept the declarations above” for acceptance. Then press “Next” to proceed.

### Part 8 - Applicant's/Importer's Declaration

I,  
CHAN Tai Man  
Authorized Official of  
ABC Company

hereby declare that I am the importer of the goods in respect of which this application is made and that the particulars given herein are true. I further declare that the goods imported shall be as described and care for

local consumption

Declaration 1

I declare the goods in item no.

are

for

Declaration 2

I declare the goods in item no.

are

for

I accept the declarations above.

A corresponding export licence application would be lodged for re-export

[Save Draft](#)   [Retrieve Draft](#)   [Next](#)   [Cancel](#)

3. User may select to confirm application submission by (i) Password **or** (ii) Digital Certificate:

(i) **Password**

To confirm the application by Password, user should check the box on “Password” and enter the account password. Then press “Submit” and “Yes” to proceed.

The screenshot shows a web form titled "Part 9 - Confirmation for submission". At the top, there is a red-bordered box containing the text "\*Confirmed by" followed by two radio buttons: "Password" (which is selected) and "Digital Certificate". Below this, the form fields are: "Name" with the value "CHAN Tai Man", "Company Name" with the value "ABC Company", and "Password" with a masked input field. At the bottom right, there is a confirmation dialog box that says "Are you sure to 'Submit'?" with "No" and "Yes" buttons. The "Submit" button in the main form and the "Yes" button in the dialog are circled in red. Navigation buttons "Back", "Preview", "Submit", and "Cancel" are located at the bottom of the form.

(ii) **Digital Certificate**

To confirm the application by Digital Certificate, user should check the box on “Digital Certificate” and upload the digital certificate. Then press “Submit” and “Yes” to proceed.

The screenshot shows the same web form as above, but with the "Digital Certificate" radio button selected. The "Digital Certificate" field now contains the text "TESTING LIMITED.ORG Trial One" and a "Browse" button. The confirmation dialog box and the circled "Submit" and "Yes" buttons are also present. The "Submit" button in the main form and the "Yes" button in the dialog are circled in red.

4. After the successful submission of application, the system would show “Submission is completed successfully” and an acknowledgement email would be sent to the user.

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\* is the mandatory field

Please read and follow the guidance notes on how to complete the form (Hyperlink "guidance notes": [http://www.tid.gov.hk/english/import\\_export/nontextiles/nt\\_ozone/nt\\_ozone\\_app2\\_4.html](http://www.tid.gov.hk/english/import_export/nontextiles/nt_ozone/nt_ozone_app2_4.html))

The screenshot shows a blue header bar with the text "Result of Submission". Below the header, a white box contains the message "Submission is completed successfully."

*(Sample acknowledgement email of successful application submission)*

Dear Sir / Madam,

Your application is received and being processed by relevant government department(s). Details are as below:

Trade Document Name: Import Licence (Ozone Depleting Substances)

Application No.: Q17W20190000039

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，

相關部門已接收你的申請並正在處理中。詳情如下：

貿易文件名稱: 進口許可證 (消耗臭氧層物質)

申請編號: Q17W20190000039

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

— End —