

Combined application for “Import/Export Licence for Pesticides” (for transhipment of pesticides)

Note: User may apply for both the Import and Export Licences for Pesticides in this combined application for transhipment of pesticides (**this application is not applicable to pesticides containing methyl bromide**).

1. User may press “Apply” for the selected combined application for “Import/Export Licence for Pesticides” (for transhipment of pesticides) on the front page.

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Prepare New Application

Document Name	Document Code	Government Agency	Action
Import Licence for Pesticides	Q08	Agriculture, Fisheries and Conservation Department	Apply
Export Licence for Pesticides	Q09	Agriculture, Fisheries and Conservation Department	Apply
Combined application (for transhipment of pesticides) - (a) Import Licence for Pesticides; and (b) Export Licence for Pesticides	Q22	Agriculture, Fisheries and Conservation Department	Apply

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2. User may input the necessary information for the application.

Note: The applicant's registration information in 「Part 1 – Applicant」 would be prefilled by the system automatically.

Part 1 - Applicant	
*Name ⓘ	CHAN tai man
*Tel. No. ⓘ	12345678
Company Name ⓘ	abc company
Business Registration Certificate No.	12345678-000
*Country/Territory	Hong Kong ▾
*Address Line 1 ⓘ	room 123, 123 java road
Address Line 2 ⓘ	

Part 2A - Foreign Exporter	
By order of	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Company Name ⓘ	ABC company
*Country/Territory ⓘ	China ▾
Country/Territory Subdivision (State, Province) ⓘ	
City ⓘ	
*Address Line 1 ⓘ	123 road,
Address Line 2 ⓘ	
Postal Code ⓘ	

Part 2B - Consignee

To order of Yes No

*Company Name ⓘ ABC Company

*Country/Territory Angola ▼

Country/Territory Subdivision (State, Province) ⓘ

City ⓘ

*Address Line 1 ⓘ 456 road,

Address Line 2 ⓘ

Postal Code ⓘ

Part 3A - Transportation (Arrival)

*Expected Date of Arrival (YYYY-MM-DD) 2020-10-26

*Mode of Transportation Road ▼

*Vessel/Flight/Vehicle No. ⓘ AB1234

Part 3B - Transportation (Departure)

*Expected Date of Departure (YYYY-MM-DD) 2020-10-29

*Mode of Transportation Air ▼

*Vessel/Flight/Vehicle No. ⓘ AB1234

Part 4 - Consignment

*Exporting Place ⓘ China ▼

*Destination ⓘ Angola ▼

*Bill of Lading / Air Waybill No. ⓘ QSWB6444089

Part 5 - Consignment Items

Item No.	Marks and Nos., Container No.				
1	AB12345678				
No. of Package	Type of Package	*Gross Weight	*Unit		
1000	Bag ▼	5000	kg ▼		
*Place of Origin	C.I.F. Value HKD	F.O.B. Value HKD			
China ▼					
Description of Goods (including brand and model)					
ABCD					
Pesticide Formulation					
POWDER					
Active Ingredient					
No.	*Common Name	Formulation	Concentration	Concentration Unit	
1	ABCD	POWDER		%w/w ▼	+

3. After filling necessary information and uploading the supporting document(s), user shall read the “Applicant’s Declaration” and check the box on “I agree to the declaration” for acceptance. Then press “Next”.

Part 6 - Supporting Documents

Category	Filename	Type	Size	Status	
* Bill of Lading / Air Waybill (for Arrival and Departure)	document.pdf	application/pdf	32.93 KB	Uploaded	
Certificate of Business Registration					Choose file
Import / Export Consent					Choose file
Packing List					Choose file
Invoice					Choose file
Purchase Order					Choose file
Product Catalog					Choose file
Explanation Letter					Choose file
Others					Choose file

Part 7 - Applicant's Declaration

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 described. I further declare that the goods imported are for

*Purpose re-export to

*To Country/Territory Angola

I agree to the declaration

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

4. After verification of the information, user may sign it with the password or digital certificate for confirmation and submit the application.

Part 7 - Applicant's Declaration

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I agree to the declaration

Part 8 - Confirmation for submission

*Confirmed by Password Digital Certificate

Name CHAN tai man

Company Name abc company

Password

Are you sure to 'Submit' ?

[No](#) [Yes](#)

[Back](#) [Preview](#) [Submit](#) [Cancel](#)

5. Upon the successful submission of application, the system would send an acknowledgement email to the user. User may also select “View My Documents” on the front page.

Home / Prepare New Application

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6. Select “Pending Approval Documents” for checking the status of application.

Home / View My Documents

Pending Approval Documents

[Pending Approval Documents](#) [Declined Documents](#) [Permits or Notifications](#) [Applications](#) [Demand Note](#)

Document ID	Document Code	Submitted Date & Time	Status
Q22W20200007469	Q22	2020-12-17 12:41:22	Pending

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7. Once the combined application for “Import/Export Licence for Pesticides” (for transshipment of pesticides) is approved by the relevant department, the system would send a notification email to the user.

(Sample acknowledgement email of issuance of trade document)

<p>Dear Sir / Madam,</p> <p>Please be informed that the following Trade Document is issued.</p> <p>Details are as below:</p> <p>Trade Document Name: Combined application (for transshipment of pesticides) – (a) Import Licence for Pesticides; and (b) Export Licence for Pesticides</p> <p>Document Reference No.: P08W20200006346, P09W20200006347</p> <p>Application No.: Q22W20200007469</p> <p>Issue Date/time: 2020-12-17 14:46:26</p> <p>You can download the document at the Trade Single Window website.</p> <p>Link to corresponding TSW website</p> <p>This is a computer generated email, please do not reply to this email. If you wish to contact us, please call 2117 3348.</p> <p>Office of Trade Single Window Operation</p> <p>敬啟者：</p> <p>以下貿易文件經已發出，詳情如下</p> <p>貿易文件名稱：合併申請（供轉運除害劑使用）– (a) 除害劑進口許可證；及 (b) 除害劑出口許可證</p> <p>文件參考編號：P08W20200006346, P09W20200006347</p> <p>申請編號：Q22W20200007469</p> <p>發出日期/時間：2020-12-17 14:46:26</p> <p>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</p> <p>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。</p> <p>貿易單一窗口科</p>
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The trade documents including (a) **Import Licence for Pesticides**; and (b) **Export Licence for Pesticides** are issued in the combined application and the relevant **Document Reference Number** and **Application Number** would be shown in the email.

8. User may login the system, select “View My Documents” on the front page.

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9. Select “Permits or Notifications” for accessing the trade documents issued under the combined application for “Import/Export Licence for Pesticides” (for transhipment of pesticides).

Home / View My Documents

Permits or Notifications

Pending Approval Documents Declined Documents [Permits or Notifications](#) Applications Demand Note

Document ID	Document Code	Application No	Issued Date & Time	Status	Action
P09W20200006347	P09	Q22W20200007469	2020-12-17 14:46:26	Issued	Request to Cancel Request to Amend
P08W20200006346	P08	Q22W20200007469	2020-12-17 14:46:26	Issued	Request to Cancel Request to Amend
P09W20200006343	P09	Q22W20200007454	2020-10-14 17:45:27	Issued	Request to Cancel Request to Amend
P08W20200006342	P08	Q22W20200007454	2020-10-14 17:45:27	Issued	Request to Cancel Request to Amend

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