

# Authorization for EDI Submission of Certificate of Hong Kong Origin / Certificate of Processing \* Full Application Form



(For Exporter, Manufacturer and Subcontractor [if involved] use)

	(A) EXF	ORTER	RSECTION		
Exporter (Name and Address)	-		For internal use only		
			UCR No.   _	_ _ _	
BR No. :					
Mobile Phone No. (Emergency Cont					
Email Address (Emergency Contact Consignee (Name and Address) if as			Notifying Porty (No	me and Address) if a	unnliaahla
Consigned to the consignee / Consigned			Nothlying Party (Na	me and Address) ii a	ррисаые
Country/Place Code : Supplementary Information:			Country/Place Code :		
Departure Date	Vessel / Flight / '	Vehicle No.	Destination Count	try/Place	
Mode of Transport * Ocean / Rail / Road / Air / River			Final Destination if on Carriage		
	Port of Discharge			the quantity if responsible quantity if it is Part Process / Part Q	
Line   Goods Descripti Item   (must be the same as that made to on p.2 of this application)	by the Manufacturer	Line item Quantity & Unit	Manufacturer's Nan BR (11 digits) No. & FR (5 digits) No	Quantity	FOB Value HK\$
1.			Total Fo	OB Value HK\$ :	
Product Description (to be	printed on the	certifica	ite except for H	S code & Cated	ory No)
If the product description is the same as the and HS Code are still required.	e goods description abo	ove, please in <b>↓↓</b>	sert "same as goods de	scription above". Catego	ry No. (if applicable)
Item Marks, Nos. & No. & Type o No. Container No. Package		oduct Descri		Item Quantity & Unit	Brand Names or Labels
1.					
Total No. & Tyl Package:	oe of				

Place	Certificate of Processing, please state : e of manufacture : esses carried out in HK :	GACO Membership No. (if applicable)	Certificate to be collected at:
FIOCE	esses carried out in rin.	Issuing Organisation:	
	porting documents must be provided if expeditious pument Codes: (please specify if the code for 'others' is come to the code for 'others' is code for 'other		on is required. Supporting
Reas	on Code for Expeditious Processing Request: (pleas	se specify if the code for 'Others' is ch	osen)
Expo	rter's Special Request Code:		
decla	orter's Special Declaration / Statement, if any: (For progration codes are used) orter's Declaration	oviding supplementary text required w	here necessary, when other
	dard Declaration: T01 Other declaration codes, if any	/	
I	, HKID/Passport No. (Name of Signatory)	, acting a	and signing for and on behalf of
	(Name of Signatory)	, make the following de	clarations and authorization:
	(Name of the Exporter)		
I hereb informa	enting my declaration are as above.  by authorize The Chinese Manufacturers' Association of lation declared on this form and to receive messages from also read, understood and consent to the Privacy Policy	m the Government on behalf of the fol	lowing company.
	Date Signat		Business Chop
	ing: The maximum penalty for making a false declaration	n in an application for the issue of a C	
ou bot			
subst	itution of goods in respect of a Certificate of Origin is \$5	00,000 and two years imprisonment.	
subst	(B) MANUFACTURER &	& SUBCONTRACTOR S	
		& SUBCONTRACTOR S an 1 manufacturer or subcontra	ctor is involved)
	(B) MANUFACTURER & (please use additional form if more that	& SUBCONTRACTOR S	ctor is involved)
<b>Manu</b> Addre	(B) MANUFACTURER & (please use additional form if more that	& SUBCONTRACTOR S an 1 manufacturer or subcontra	ctor is involved)
Manu Addre BR No FR No	(B) MANUFACTURER (please use additional form if more that afacturer Name:  Tel:  O.: Fax:	& SUBCONTRACTOR S an 1 manufacturer or subcontra Address of Goods Available  Principal Process(es) Done I	ctor is involved)
Manu Addre BR No FR No Manu	(B) MANUFACTURER (please use additional form if more that ufacturer Name:  Sess Code: Tel: Soi: Fax: Soi:	& SUBCONTRACTOR S an 1 manufacturer or subcontra  Address of Goods Available	ctor is involved) for Inspection:
Manu Addre BR No FR No Manu	(B) MANUFACTURER (please use additional form if more that ufacturer Name:  Sess Code: Tel:  O.: Fax:  O.: Use additional form if more that ufacturer Name:	& SUBCONTRACTOR S an 1 manufacturer or subcontra Address of Goods Available  Principal Process(es) Done I	ctor is involved) for Inspection:
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	e indicate " + " before the q Quantity. See note on p.4	uantity if responsible quan	itity is Pa	art Quantity; " = " if i	t is Part Process; and '	' / " if it is Part Process
Item No	Line Item Quantity & Unit as Declared by Exporter on p.1	Responsible Quantity as Declared by Exporter (a)		Manufacturer Responsible Quantity (b)	Subcontractor Responsible Quantity (c)	Outworker Responsible Quantity (d)
1.	Exporter on p. i	Exporter (a)		Quantity (b)	Quantity (c)	Quantity (u)
	acturer's Special Declarat viding supplementary text requ		other dec	claration codes are use	ed)	
Manu	facturer's Declaration					
Stand	ard Declaration: T02	Other declaration	codes, i	f any		
I		, HKID/Passport N	0		, acting and signing	g for and on behalf of
	(Name of Signatory)			, make	the following declaration	ons and authorization:
	(Name	of the Manufacturer)			· ·	
	e that I have read and under on are as above.	stood the standard declarati	ions and	special codes on pa	ge 4 of this form and th	e codes representing my
I hereby	authorize The Chinese Manuf asis of the information declared					
	so read, understood and conse					
	Date		Signatu	e	Busines	ss Chop
Note: M	anufacturers and subcontractors h	ave to ensure that the persons ac	ting and si	gning for and on behalf o	f the manufacturers/subcontr	actors should be identical to
	norized signatories provided to the national nat	Trade and Industry Department el			ferred/rejected. es) Done by Subcont	ractor in Hong Kong
Address	s Code:	LSA No				
BR No.:	:	-				
FR No.:	:  _ _ _					
Tel.:	F Ontractor's Declaration	ax.:				
Stand	ard Declaration: T03					
I	(Name of Signatory)	, HKID/Passport N	0		_, acting and signing for	or and on behalf of
		the Cubeentreeter		, make the	following declarations	and authorization:
	,	the Subcontractor)				
declarati I hereby informati	e that I have read and under on are as above. authorize The Chinese Manu ion declared on this form and to so read, understood and const	facturers' Association of Hon or receive messages from the	ig Kong t Governm	o transform and send tent on behalf of the fo	messages to the Governollowing company.	nment on the basis of the
	Date		Signatu	re	Busines	ss Chop
	lanufacturers and subcontractors ha					actors should be identical to

Warning: The maximum penalty for making a false declaration in an application for the issue of a Certificate of Origin or for the substitution of goods in respect of a Certificate of Origin is \$500,000 and two years' imprisonment.

# STANDARD DECLARATION

# **CODE LIST**

SIA	NDARD DECLAR	ATION <u>CODE LIST</u>
Code	To be made by	<u>Description</u>
T01	Exporter	I, on behalf of the exporter of this application, hereby declare that all the information given herein has been checked by me and is true, that the merchandise described in this application consists exclusively of the goods manufactured / processed / produced by the manufacturer / processor / producer / subcontractor described in the application and will be exported by the declared exporter in the manner described in this application, and that I have not applied to any other Issuing Authority for a Certificate of Origin in respect of the consignment described in this application. I also authorize the Director – General of Trade and Industry or the Government Approved Certification Organisation with which I have filed this application to disclose all or any of the information provided herein to any third parties in Hong Kong or elsewhere.
E02	Exporter	I declare that the goods described in this application are piece – knitted garments other than sweaters in categories 845 (2) and 846 (2).
E03	Exporter	I declare that the goods described in this application are sweaters in categories and than sweaters in categories and (2).
E04	Exporter	I declare that the goods described in this application are sweaters in category 846 (2).
E05	Exporter	I declare that the goods described in this application are not piece-knitted garments.
E07	Exporter	I declare that the purpose of the marking or labelling of goods described on this application to indicate their origin is China (or the People's Republic of China) is solely for meeting the requirement of the US government for import of the concerned goods to the US. Such origin marking or labelling should be interpreted to indicate that the goods originate in Hong Kong (being part of China) but not other parts of
		China.
T02	Manufacturer	I, on behalf of the manufacturer of this manufacturer declaration, hereby declare that all the information given herein has been checked by me and is true, that the goods which are fully and accurately described in this manufacturer declaration have been manufactured / processed / produced in the manufacturer's / subcontractor's premises or place in Hong Kong registered with Trade and Industry Department, that the principal processes done by the manufacturer / subcontractor declared in this manufacturer declaration have been carried out in the manufacturer's / subcontractor's premises or place in Hong Kong registered with Trade and Industry Department as represented by its / their address code(s) described in this declaration, and that the goods will be located in the address of goods available for inspection as described in this declaration for not less than 2 clear working days from the date of this manufacturer declaration. I also authorize the Director – General of Trade and Industry or the Government Approved Certification Organisation to which I have made this application to disclose all or any of the information provided herein to any third parties in Hong Kong or elsewhere.
M02	Manufacturer	I declare that the cut and sewn garments covered by this Certificate of Hong Kong Origin Manufacturer Declaration are bona fide samples
		and not intended for sale.
M03	Manufacturer	I declare that the knit-to-shape panels used to produce the goods described in this Manufacturer Declaration have been knitted in Hong Kong by the local registered factory performing the panel knitting process as named in my Special Declaration / Statement in this Manufacturer Declaration.
M04	Manufacturer	I declare that the knit-to-shape panels of the piece-knitted garments described in this Manufacturer Declaration are knitted in Hong Kong.
M05	Manufacturer	I declare that the fabric(s) described in this Manufacturer Declaration is (are) formed in Hong Kong and that the fabric-forming process(es) of this (these) fabric(s) is (are) carried out by the local registered factory named in my Special Declaration / Statement in this Manufacturer Declaration.
M06	Manufacturer	I declare that the fabric(s) making up the goods described in this Manufacturer Declaration is (are) formed in Hong Kong and that the fabric-forming process(es) of this (these) fabric(s) is (are) carried out by the local registered factory named in my Special Declaration / Statement in this Manufacturer Declaration.
M07	Manufacturer	I declare that the yarn described in this Manufacturer Declaration is spun in Hong Kong from fibre.
M08	Manufacturer	I declare that the watch movements of the watches described in this Manufacturer Declaration have been assembled and tested in Hong Kong by the local registered factory named in my Special Declaration / Statement in this Manufacturer Declaration.
M09	Manufacturer	I declare that decorating and baking of the goods described in this Manufacturer Declaration represent at least 25% of the value of the finished products.
M10	Manufacturer	I declare that decorating of the goods described in this Manufacturer Declaration represents at least 25% of the value of the finished
		products.
M11	Manufacturer	I declare that the goods described in this Manufacturer Declaration contain at least 25% Hong Kong cost content attributable to local components and labours.
M12	Manufacturer	I declare that the value of foreign origin parts of the goods described in this Manufacturer Declaration does not exceed 25% of the cost of the finished products.
M13	Manufacturer	I declare that the watch movement(s) of the watches described in this Manufacturer Declaration is (are) supplied by the local registered factory named in my Special Declaration / Statement in this Manufacturer Declaration.
M14	Manufacturer	I declare that the fabric(s) described in this Manufacturer Declaration is (are) printed, dyed and finished as required in Hong Kong and that these processes are carried out by the local registered factory(ies) named in my Special Declaration / Statement in this Manufacturer Declaration. Relevant processes respectively carried out by the named factory(ies) are also specified in this Special Declaration /
M15	Manufacturer	Statement.  I declare that the fabric(s) making up the goods described in this Manufacturer Declaration is (are) printed, dyed and finished as required in Hong Kong and that these processes are carried out by the local registered factory(ies) named in my Special Declaration / Statement in this Manufacturer Declaration. Relevant processes respectively carried out by the named factory(ies) are also specified in this Special Declaration / Statement.
M17	Manufacturer	I have read and understood, and agree to abide by the Certificate of Hong Kong Origin and Outward Processing Arrangement requirements
T03	Subcontractor	for export of shirts and blouses to the EU as set out in Certificate of Origin Circular No. 3/2006 dated 8 March 2006.  I, on behalf of the subcontractor of this manufacturer declaration, hereby declare that all the information given herein has been checked by me and is true, and that I have carried out the principal process(es) done by the subcontractor declared in this manufacturer declaration in my factory in Hong Kong registered with Trade and Industry Department as represented by its address code described in this declaration. I also authorize the Director-General of Trade and Industry or the Government Approved Certification Organisation to which I have made this declaration to disclose all or any of the information provided herein to any third parties in Hong Kong or elsewhere.

**EXPORTER'S SPECIAL REQUEST CODES** 

# CodeDescription501Request for a502Hiding inform Request for an additional copy of the certificate. Hiding information of consignee to be printed on the certificate Request for endorsement on supporting documents such as 503 commercial invoice

# **EXPEDITIOUS PROCESSING REQUEST REASON CODES**

Code	<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
105	Application being deferred for one or more times
106	Deferred for amendment after production / consignment

check by C&ED. 107

This is a retrospective application
To meet the terms of Letter of Credit (L/C) 110

HD3 Others

# SUPPORTING DOCUMENT CODES

Code Description

205	Explanatory letter for Retrospective CO Application		
206	Explanatory letter for expeditious application		
207	Explanatory letter (others)		
208	Copy of buyer's order		
209	Copy of production order and records		
210	Copy of buyer's shipment instructions		
211	Copy of relevant documents from overseas customs		
212	Copy of Letter of Credit (L/C)		
213	Copy of invoice		
214	Copy of shipping document: e.g. bill of lading / air waybill		
215	Copy of packing list		
216	Relevant copy of Certificate of Origin		
217	Copy of Export Licence (EL) and/or other trade documents		
219	Copy of authorisation letter from registered brand name / trademark holder		
220	Copy of authorisation letter from copyright holder		
HD3	Others		
NOTE:			
Part Pro	cess, (a) = (b) = (c) = (d), value of the indicator should be '='		
Part Quantity, (a) = (b) + (c) + (d), value of the indicator should be '+'			
When (b	) + (c) + (d) do not add up or each is not equivalent to (a), value of the indicator		
should b	e 'l'		

### **Our Commitment**

Tradelink Electronic Commerce Limited (hereinafter referred to as "Tradelink", "the Company", "We", "our" or "us") respect the privacy rights of our customers and their authorised signatories (for body corporates) (hereinafter referred to as "you" or "your") and we are committed to safeguarding your privacy and ensuring that your personal data is protected. This Privacy Policy explains, among other things, the types of personal data we collect and how we process and protect that data.

We shall keep your personal data confidential and shall ensure that our policies and practices with respect to the collection, use, retention, disclosure, transfer, security and access of your personal data comply with the Personal Data (Privacy) Ordinance (Cap.486, the Laws of the Hong Kong Special Administrative Region) ("PDPO"), as amended from time to time.

The term "personal data" shall have the meaning as ascribed to it under the PDPO.

### Personal Information Collection Statement ("PICS")

This PICS is issued pursuant to the PDPO in relation to the operation of our bus

- Under this PICS, unless the context otherwise requires, the following words and expressions shall have the following meanings

- 1.6 1.7
- Under this PICS, unless the context otherwise requires, the following words and expressions shall have the following meanings: "Customers" means our customers.

  "EDI Messages" means data structured in accordance with an internationally agreed standard and any other standard as Tradelink considers appropriate and transmitted by electronic means through Tradelink Services.

  "Government" means the Government of Hong Kong.

  "Intended Recipient" means any person or party to whom any Messages are intended by the sender to be sent through or incidental to any of the Tradelink Services.

  "Messages" means both "EDI Messages" or "Other Messages".

  "Other Messages" means instructured data electronically transmitted through Tradelink Services, including data received or transmitted through e-mail, flat file transfer and image file transfer.

  "Trader Data" means all data, documents, records, text, drawings, diagrams, sound, images, and information of whatever nature (in machine readable form or any other form) disclosed, divulged, submitted, supplied or made available to Tradelink (whether electronically or otherwise) by or on behalf of the Tradeling Community or collected by Tradelink from the Tradelink (whether electronically or otherwise) by or one braid of the Tradeling Community or collected by Tradelink from the Tradelink Covernment Services.

  Trading Community" means persons who apply for, or deal with, or are otherwise involved in the trade-related documents specified in any contract or agreement signed between Tradelink and Government for Tradelink Government Services, and any other trade-related documents subsequently agreed between Tradelink and Government.

  Tradelink Government Services" means those Government services provided by Tradelink in accordance with agreements between Government and Tradelink.

  Tradelink Government Services means those Government services provided by Tradelink in accordance with agreements between Government and Tradelink.

- between Government and Tradelink.

  "Tradelink Registration Forms" means any of the paper or electronic forms or documents used by the Customers to register with
  Tradelink to see one or more of the Tradelink Services, to give any instructions to Tradelink, to add or unsubscribe any Tradelink
  Services, to make any specific authorisations, to amend any records, and/or for any other purposes of and incidental to any
  Tradelink Services.

  "Tradelink Services" means all or any of the electronic services from time to time provided by Tradelink. 1.11
- 1 12

### se of Collection and Use of Personal Data Purr

- In order for you to use Tradelink Services, it is necessary for you to provide us with certain essential personal data as required in the Tradelink Registration Forms and other documents in relation to Tradelink Services, including without limitation, all forms for using Tradelink Government Services. We may also ask you for other information which helps us to offer you tailored products and services that we think may be of interest to you. The types of personal data we may collect include your name, address, email, telephone number, Hong Kong identity card number, your business information such as company name and business title.
- We shall have the right to collect, hold, process and/or use, your personal data in accordance with, this PICS. If you are unable or unwilling to provide us with complete and correct personal data, we may not be able to provide or continue to provide Tradelink Services to you. 3.
- Tradelink shall observe the PDPO and procure all staff of Tradelink to comply with the reasonable standards of confidentiality. Your personal data (e.g. telephone number, business and email addresses) will be used for the purposes of:

  - providing Tradelink Services to you; providing You with regular communications from us with details of our business and our products and services; handling of your complaints and inquiries; research and analysis of the data in the aggregate; marketing, making suggestions or recommendations of goods or services provided by Tradelink or Tradelink's subsidiaries, associated companies or business partners which are relevant or helpful to your business and which you may (i) (ii) (ii) (iv) (v)

  - subsidiaries, associated companies or business partners which are relevant or helptu to your business and windly you may be interested in; detection or prevention of crime; detection or prevention of crime; detection or prevention of crime; auditing purposes; transferring the same, in machine readable form or in any other form, to Government or a third party appointed by Government to be used for or in relation to the delivery, implementation, provision and/or operation of the Tradelink Government Services or for other trade control or trade facilitation purposes as specified by Government; using the same for any matching procedure to be carried out by Government or its appointed third party, or such other uses of the same as referred to or contemplated under any contract or agreement that has been signed or may be signed between Tradelink and Government in relation to Tradelink Government Services; other purposes otherwise expressly agreed between Tradelink and the Customers; and making disclosures as required by applicable laws.
  - (ix)
- □ I object to the use of my personal data for direct marketing of goods and/or services as mentioned in Clause 4(v) above.

For the purpose of this Clause 4 (v) above, Tradelink may not use your personal data unless with your written consent. At any time you object to the use of your personal data for direct marketing of goods and/or services as mentioned in Clause 4(v) above, you can opt out by sending us an opt-out request to the person and address as specified in Clause 10 below. Upon receipt of your request, we shall cease to use your personal data as soon as possible for direct marketing purpose without charge to you.

- You agree that Tradelink may disclose and transfer your Trader Data or personal data (e.g. telephone number and business and email addresses) to any of the following parties within the same jurisdiction or from one jurisdiction to another in compliance with the requirements of the PDPO.
  - e requirements of the PDPO: any agent contractor or third party service provider who provides administrative, telecommunications, computer, payment or securities clearing or other services to Tradelink in connection with any Tradelink Services; the Government agency, authority, a third party appointed by Government; any person where such disclosure is required by law; any person owing a duty of confidentiality to Tradelink, including any subsidiaries or associated companies which have undertaken to keep such information confidential and our agents, professional advisors and consultants; credit reference agencies and, in the event of default, debt collection agencies; or any actual or proposed assignee of Tradelink or transferee of Tradelink's rights or obligations.
- e and except for the above purposes and subject to clause (5) above, Tradelink shall not disclose the personal data to any third y (other than the Intended Recipient) without the consent of the Customers.
- Tradelink shall restrict access to personal data to officers, employees, consultants and agents of Tradelink who have a need to know or use the data and who have been trained to handle such data and observe confidentiality properly.

# ng information collected from you (Cookies)

- During your visit to our websites (<a href="www.tradelink.com.hk">www.tradelink.ebiz.com</a>), we may use "Cookies" or other technical means to collect the identification and contact details of you as a visitor, information on your preferences in relation to the subject matter of the websites. We use such information for the purposes of compilation of aggregate statistics on site usage and marketing of our services provided or recommended by us or our marketing partners.
- You may refuse to accept Cookies (by modifying the relevant Internet options or browsing preferences of your computer system), but to do so you may not be able to utilize or activate all of the functions and services of our websites.

# Your rights in relation to your Personal Data

The Customers shall have the right to request for access and correction of personal data held by Tradelink. Request for access and correction or any inquiries in relation to the our Privacy Policy should be in writing and addressed to Privacy Compliance Officer, 11/F & 12/F, Tower B, Regent Centre, 63 Wo Yi Hop Road, Kwai Chung, Hong Kong, Tradelink may charge a reasonable amount of lee for handling such request for access or correction.

# Protecting your Personal Data

- We maintain appropriate technical and organizational measures to protect your personal data against accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to your personal data.
- Our websites may contain hyperlinks to other websites provided by third parties. We do not control these third party websites or any of the content contained on those websites. Once you have left our websites, we cannot be responsible for the protection and privacy of any information which you provide. You should exercise caution and look at the privacy statement for the website(s) you visit. 12.

Unless there is a mandatory legal, regulatory or contractual requirement for us to keep your personal data for a specified period, we shall only retain your personal data for as long as is necessary to fulfil the purpose for which the same was originally collected. 13.

- If there is any inconsistency or conflict between the English and Chinese versions of this Privacy Policy, the English version shall
- We may change this Privacy Policy from time to time by posting an updated version on the our websites (www.tradelink.com.hk 15.
- This Privacy Policy shall be governed by, and construed in accordance with, the laws of the Hong Kong

Last updated on : 9 October 2020

### 私隱政策

### 我們的承諾

貿易通電子貿易有限公司(下稱「貿易通」、「本公司」、「我們」、或「我們的」)尊重客戶及其授權簽署人(法團適用)(下稱「你」 或「你的」)的私聰權,且我們承諾保護你的私聽及確保你的個人資料受到保護。本私聽政策說明我們所收集的個人資料種類 我們如何處理與保護該等資料以及其他相關內容。

我們須為你的個人資料保密,並確保我們有關收集、使用、保留、披露、轉移、保護及存取你個人資料的政策及守則遵循經不時 修訂的《個人資料(私隱)條例》(香港法例第 486 章)。

「個人資料」一詞具有《個人資料(私職)條例》所賦予的涵義。

## 個人資料收集學明(「本個人資料收集學明」)

本個人資料收集聲明乃根據《個人資料(私隱)條例》就本公司業務運作的相關事官而發出。

- 除非文義另有所指,以下用詞及表述在本個人資料收集聲明具有以下涵義:

- 「EDI訊息」指按照國際公認的標準及貿易通認為適當的任何其他標準建立的,並以電子方式透過貿易通服務傳送的該等

- 1.7 傳送的數據
- 1.8

- 傳送的數據。 「貿易商數據,指貿易社區或其代表(無論是透過電子抑或其他方式)向貿易通拔露、洩露、提交、給予或提供的或由貿易通根據貿易通與政府就貿易通政府服務簽訂的任何合同或協議向貿易社區(無論是透過電子抑或其他方式)收取的任何 性質的數據、文件、記錄、文字、圖纸、圖表、聲音、圖像及資格(機器可顯形式或任何其他形式)。 「貿易社區」指負責申請、應理以其他方式率涉於于起兩者的人士、向貿易通政的資政的最级的服務簽訂的任何合同 或協議中所指則的貿易相關文件。以及600貿易通政好預鑑後同營工立的任何其他貿易相關文件。 「貿易通免还務例,指貿易種根據政府與貿易通之即認納的經濟提供的政府服務。 「貿易通免还務的,指貿易種根政府與貿易通之即認論所提供的政府服務。 「貿易通免还務的,指客戶為以下目的使用的任何抵張或電子表格或文件。向貿易通免記使用一項或多項貿易通服務;向 貿易通免出任的指示:增加或取消任何貿易通販務使用登記;作出任何具體授權:修改任何記錄及/或任何與貿易通服務 有關之任何其他目的。 「貿易通服務」指由貿易通不時提供的所有或任何電子服務。

### 收集及使用個人資料的目的

- 要使用貿易通服務,你需要向我們提供貿易通登記表格和其他與貿易通服務相關文件所要求的某些必要個人資料,包括但 不限於因為使用貿易通政府服務而需填寫的所有表格。我們亦可能要求你提供其他資料,以協助我們為你混使我們為你而 設且我們認為你可能會應興趣的意品及服務。我們可能收集的個人資料種類包括你的姓名、地址、電子郵件、電話號碼、 香港身份證影碼,以及你的環務資料,例如公司名稱和職節。
- 我們有權根據本個人資料收集聲明收集、持有、處理及/或使用你的個人資料。如你不能或不願意提供全面及準確的個人 資料,我們或無法向你提供或繼續提供貿易通服務。
- 貿易通須遵守《個人資料(私隱)條例》及促使所有貿易通員工遵循合理的保密標準。你的個人資料(例如:電話號碼· 業務及電郵地址)將用於下列用途:
  - 向你提供貿易通服務
  - 向你提供來自我們的定期通訊,詳列我們的業務、產品與服務詳情; (ii)
  - (iii) 處理你的投訴及查詢;
  - (iv) 研究及分析整體數據
  - (v) 向你推鎖、建議或推薦對與你業務相關或有數助及你可能試開趣的中貿易通或其附屬公司、聯

    於公司或業務合作 夥伴提供的商品或服務; 值測及防止罪行;

  - - 審核用述。 將之轉移、機器可讓形式或任何其他形式)至政府或政府指定的第三方,以用於履行、執行、提供及/或經營貿易 通政服務或用於政府所指定的其他貿易管制或貿易促進的目的; 將之用於由政府或其指定的第三方進行的任何底對程序。或貿易通與政府就貿易通政府服務而簽訂的或可能簽訂 的任何合同或協議中所提及或確議之其他用途;
  - (ix)
    - 貿易通與客戶另有明確協議的其他用途;及
  - (xi) 根據適用法律要求進行披露。
- □ 我反對我的個人資料用於上述第 4(v)款所述的商品及/或服務直銷用途。

就上述第 4(v)條之用途,除非得到你的書面同意,否則本公司不得使用你的個人資料。你可隨時反對將你的個人資料用於上述第 4(v)條中提及的商品及/或服務直銷用途,你可向我們下速第10條所指定的人士及地址發出停止接收直銷訊息的要求,表達你不想再接收這些直銷訊息。收到你的要求後,我們將盡快停止使用你的個人資料作直銷用途(不會就此另行收費)。

# 可能的承慮者

- 你同意貿易通可能會在遵照(個人資料(私應)條例)的規定下,向位於同一司法管轄區或其他司法管轄區內的任何下 並各方波賽及轉移作的貿易兩數據或個人資料(例如:電話號碼,業務及電郵地址): i. 就任何貿易通服務,向貿易通提供行致、電訊、電腦、付款或證券結算或其他服務的任何代理人、承包商或第三方服
- 務供應商;
- 政府機關、常局、由政府委任的第三方;
- ii. 政府機關、當局、由政府委任的第三方;
   iii. 法何继定询申其被害情期等种的任何人士;
   iv. 對貿易通負有保密責任的任何人士,包括已承諾為該資料保密的任何附屬公司或聯營公司,以及我們的代理人、專業語詢人及顧問;
   v. 自贷資料服務機構及收債公司(如欠繳款項);或
   vi. 貿易通的任何實際或建議承讓人或貿易通的權利或義務的受讓人。

- 除為了上述目的及根據上述第(5)條外,貿易通不得在未經客戶同意的情況下向任何第三方(預期接收者除外)披露個人
- 貿易通須限制個人資料只能被以下人士查閱:需要知道或使用此等資料、普受訓練處理此等資料並會妥為遵守保密義務 的貿易通的高级人員、僱員、顧問及代理人。

- 當你瀏覽我們的網站(www.tradelink.com.hk.及www.tradelink.ebiz.com)時,我們或會使用「Cookies」或其他技術來收集 你作為訪客的個人識別及聯絡資料,以及與網站主題相關的你的喜好資料。我們會得該等資料用於編製網站使用情況的 綜合統計數字,以及推廣由我們或我們的營銷合作夥伴所提供或推薦的本公司服務。
- 你可以透過更改你電腦系統上的相關互聯網選項或瀏覽設定拒絕接受 Cookies,但這樣做可能會令你無法使用或啟動我們網站的所有功能和服務。

# 你就個人資料享有的權利

客戶有權要求查閱及更正由貿易通持有的個人資料。客戶須以書面形式致函私總合規主任(地址:香港葵涌和宜合道 63 號麗晶中心 B座 11 及 12 樓),提出查閱及更正個人資料的有關要求,又或就本公司的私總政策作出查詢;貿易通可為處理以上查閱及更正要求收取合理金額的費用。

# 保護你的個人資料

- 我們將持續採取適當的技術及組織措施,以防止你的個人資料被意外或非法銷毀、遺失、更改、未經授權披露或存取。
- 我們的網站可能包含由第三方提供的其他網站的超連結。這些第三方網站或網站上的任何內容不受我們管控。—且你離開我們的網站。我們即不會就你提供的任何資料的保護和私總負責。瀏覽其他網站時應小心謹慎,並應細閱這些網站的私總聲明。

# 保存你的個人資料

除非我們必須根據法律、監管或合約要求在指定時間內保存你的個人資料,我們僅會為收集該等資料的原有目的在實際 所需時間內保存你的個人資料。

- 如本私隱政策之中英文版本有任何歧義,概以英文版本為準。
- 我們或會不時更改本私隱政策,並透過本公司網站( $\underline{www.tradelink.com.hk}$ 及  $\underline{www.tradelink-ebiz.com}$ )發佈最新版本。
- 本利隱政策受香港法律管轄並按其解釋

最後更新日期: 一零一零年十日九日