



# 香港天然砂進口最終用戶證明書申請表

## Application for Hong Kong Natural Sand Final User Certificate

(證明書有效期最長為 30 個曆日 / Certificate is valid for a maximum of 30 calendar days)

### 1. 申請人資料 / Applicant's Information

姓名 / 公司名稱:

Name / Company Name:

地址:

Address:

電話號碼:

Tel No.:

電郵:

E-mail Address:

### 2. 砂粒進口資料 / Sand Importation Information ☐ Please tick as appropriate / ☐ 請在適當地方加上「✓」號

申請從內地進口砂粒是 / The imported sand from the Mainland under this application is:

☐ 「2505100000」硅砂及石英砂 / silica sand and quartz sand

☐ 「2505900090」其他天然砂 / other natural sand

最終用戶名稱、地址及電話號碼:

Name, Address and Tel No. of the Final User:

卸下砂粒地點 / Sand Unloading Place(s):

用途 / Purpose:

☐ 零售 / Retail

☐ 混凝土製造 / Concrete Production

☐ 水泥製造 / Cement Production

☐ 建造工程項目 / Construction Project

☐ 重大工程項目 / Major Project

項目名稱:

Project Title:

建造工程項目批准編號:

Construction Project / Contract No.:

進口商名稱、地址及電話號碼:

Name, Address and Tel No. of the Importer:

出口商名稱、地址及電話號碼:

Name, Address and Tel No. of the Exporter:

| 合約編號*<br>Contract No.* | 數量(公噸)<br>Quantity (Tonne) | 金額(港幣)<br>Amount (HKD) | 啟運口岸<br>Departing Port | 車船編號<br>Vessel/Vehicle No(s). | 預計抵港日期<br>(日/月/年)<br>Expected Date of<br>Arrival at Hong Kong<br>(dd/mm/yyyy) |
|------------------------|----------------------------|------------------------|------------------------|-------------------------------|---|
|                        |                            |                        |                        |                               | 由<br>from:     /     /<br>至<br>to:       /     /                              |

\*進口商和出口商之間的合約文件編號 / Contract No. of the Contract between the Importer and the Exporter



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## Application for Hong Kong Natural Sand Final User Certificate

### 3. 申請人聲明 / Applicant's Declaration

- 本人/我等現聲明，據本人/我等所知及所信，申請表上所填報的資料均屬真確及並無遺漏。  
I/We declare that to the best of my/our knowledge and belief, the information provided in this form is true, correct and complete.
- 本人/我等證明附上的文件副本，是原來文件的真本，該文件在本申請表提交當日仍然有效。  
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.
- 本人/我等已細閱及明白《香港天然砂進口最終用戶證明書》條件，並遵守有關的要求。  
I/We have read and understood the Conditions of Hong Kong Natural Sand Final User Certificate and undertake to abide by the requirements under the said Conditions.
- 本人/我等已細閱申請表內關於本人/我等個人資料的《個人資料收集聲明》。本人/我等明白並且同意，此等個人資料，是可按照《個人資料收集聲明》所述之目的而被使用。  
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.

申請人簽署(及公司蓋印(如適用者)):

Signature of applicant (and company chop if applicable): \_\_\_\_\_

申請人全名: \_\_\_\_\_

Name of applicant in full: \_\_\_\_\_

日期(日/月/年): \_\_\_\_\_

Date (dd/mm/yyyy): \_\_\_\_\_

### 4. 申請人必須附上以下文件 / Applicant must submit the following documents:

所有副本的每一頁都應由申請人簽署並證明其真確無誤。/ Every page of all copies shall be signed and certified true and correct by the Applicant.

|   | 由部門人員填寫 /<br>To be filled by Official<br>收件日期 / Date received |
|---|---|
| i. 進口商、最終用戶和兩方之間的個人/公司(如有)所簽署的承諾書 <b>正本</b> (請參閱第6頁)<br><b>Originals</b> of the Letters of Commitment signed by the Importer, the Final User(s) and/or all other parties between them, if any (please see page 6) |   |
| ii. 進口商和出口商之間的合約文件 <b>副本</b><br><b>Copies</b> of the contract agreement(s) between the Importer and the Exporter  |   |
| iii. 進口商、最終用戶和兩方之間的個人/公司(如有)所有合約文件 <b>副本</b><br><b>Copies</b> of all contract agreement(s) between the Importer, the Final User(s) and/or all other parties between them, if any                                  |   |

- 註:
- 請把填妥的申請表，連同必須附上的文件交回土木工程拓展署填料管理部總工程師。申請人可以郵寄(香港九龍何文田公主道101號土木工程拓展署大樓5樓填料管理部)、傳真((852) 2714 9481)或電郵([sandpermit@cedd.gov.hk](mailto:sandpermit@cedd.gov.hk))方式遞交申請。
  - 所有已簽署的承諾書**正本**必須以**郵寄**交回土木工程拓展署填料管理部。
- 如有任何查詢，請致電土木工程拓展署的搬運沙粒許可證服務熱線：(852) 2246 8220。

- Note:
- The completed application form together with the supporting documents shall be submitted to the Chief Engineer/Fill Management of the Civil Engineering and Development Department. Submission can be made by post (the Fill Management Division of the Civil Engineering and Development Department, 5/F, Civil Engineering and Development Building, 101 Princess Margaret Road, Homantin, Kowloon, Hong Kong), by fax ((852) 2714 9481) or by email ([sandpermit@cedd.gov.hk](mailto:sandpermit@cedd.gov.hk)).
  - The **originals** of all signed Letters of Commitment shall be returned by **post** to the Fill Management Division of the Civil Engineering and Development Department.

For enquiry, please contact the Sand Removal Permit Hotline of the Civil Engineering and Development Department at (852) 2246 8220.

### 此欄祇供部門人員填寫 / For Official Use Only

|                          |     |            |        |                                 |                                |
|--------------------------|-----|------------|--------|---------------------------------|--------------------------------|
| 收件人 / Received by:       |     | 職位 / Post: | TO (C) | 收妥全部文件日期:<br>Date received all: | / /                            |
| 辦理人 / Processed by:      |     | 職位 / Post: | TO (C) | 辦理日期:<br>Date processed:        | / /                            |
| 存卷號碼 / File No.:         | ( ) |            |        | 簽發日期:<br>Date issued:           | / /                            |
| 證明書號碼 / Certificate No.: | FU- |            |        | 證明書有效期:<br>Validity Period:     | 由<br>from: / /<br>至<br>to: / / |

## 個人資料收集聲明

- 申請人在表格上所提供的個人資料，土木工程拓展署將用於下列用途：
  - 與處理本表格申請事項有關的工作；
  - 有關《沙粒條例》(香港法例第 147 章)的執行和執法；
  - 砂粒相關投訴調查；
  - 統計及其他法定用途；以及
  - 方便土木工程拓展署跟申請人聯絡。
- 申請人必須提供此表格所需的個人資料。如申請人未能提供所需資料，申請可能會不獲處理。
- 涉及上述第 1 段提及的事項，申請人在此表格上所提供的個人資料，可能會向下列人士/部門披露：
  - 政府其他決策局及部門；
  - 其他機構(例如第三方服務提供商)；以及
  - 相關內地當局。
- 申請人有權根據個人資料(私隱)條例，要求查閱或修改此表格上所提供的個人資料。申請人查閱這些資料的權利，包括可索取這份表格申請人所提供的個人資料副本。有關要求可以書面形式，去信向下列人員查詢：

香港九龍何文田  
公主道 101 號  
土木工程拓展署大樓  
土木工程拓展署  
土木工程拓展署署長  
(經辦人：副主任秘書/總務)

電話:(852) 2838 3111

傳真:(852) 2714 0140

## Personal Information Collection Statement

- The personal data provided by means of this form will be used by the Civil Engineering and Development Department for the following purposes:
  - activities relating to the processing of the submission in this form;
  - administration and enforcement of the Sand Ordinance (Cap. 147);
  - sand related complaint investigations;
  - statistical and any other legitimate purposes; and
  - facilitating communication between the Department and the applicant;
- The applicant should supply the personal data as required by this form. If the applicant does not supply the required data, the Department may not be able to process the application.
- For the purposes mentioned in paragraph 1 above, the personal data provided by means of this form may be disclosed to:
  - other government bureaux and departments;
  - other organizations (e.g. third party service providers); and
  - relevant Mainland authorities.
- The applicant have the right to request access to or correction of personal data provided on this form in accordance with the Personal Data (Privacy) Ordinance. The applicant's right of access includes the right to obtain a copy of his/her personal data provided by this form. Such requests may be made in writing to:

Director of Civil Engineering and Development  
(Attn: Deputy Departmental Secretary / General)  
Civil Engineering and Development Building  
101 Princess Margaret Road  
Homantin, Kowloon  
Hong Kong

Tel : (852) 2838 3111

Fax : (852) 2714 0140

## 《香港天然砂進口最終用戶證明書》條件

1. 《香港天然砂進口最終用戶證明書》(下稱《證明書》)乃根據申請人在其申請表上填報的資料發出。《證明書》上所载資料如有更改,《證明書》持有人須申領新的證明書。
  2. 《證明書》屬香港特別行政區(下稱「香港」)政府所有,並發給《證明書》上註明的持有人,不得轉讓。
  3. 《證明書》只可用於向內地有關當局申請《中華人民共和國出口許可證》,不可作其他用途。
  4. 《證明書》須於有效期內使用。《證明書》持有人須在有效期屆滿後7個曆日內,填妥「回覆便條」並交回土木工程拓展署填料管理部總工程師(下稱「填料管理部總工程師」)。「回覆便條」載於網址:  
<https://www.cedd.gov.hk/tc/our-major-services/public-forms/fill-management/index.html>。
  5. 《證明書》持有人、最終用戶及兩方之間的個人/公司(如有)須遵守中華人民共和國商務部的規定,從國內進口香港的天然砂(指《中華人民共和國海關進出口稅則》中「2505100000」及「2505900090」兩個稅號的商品),只可在香港境內使用,不可以轉口至其他地區或國家。
  6. 進口砂粒若是受《沙粒條例》(香港法例第147章)所規管的砂粒,有關人士必須另外申請《搬運沙粒許可證》,並須遵守《搬運沙粒許可證》的條件。
  7. 進口砂粒若是不受《沙粒條例》(香港法例第147章)所規管的砂粒(下稱「非147砂粒」),《證明書》持有人或最終用戶必須透過網上系統、傳真((852) 27149481)或電郵([sandpermit@cedd.gov.hk](mailto:sandpermit@cedd.gov.hk))向填料管理部總工程師提交以下申報表:
    - (i) 《證明書》持有人須於該運載「非147砂粒」船隻/車輛預計抵達卸下砂粒地點最少8小時前,遞交填妥的《表格A1-由內地送抵[非147砂粒]申報表》;
    - (ii) 《證明書》持有人須於完成卸下砂粒後2個工作日內,遞交填妥的《表格B1-完成卸下從內地進口[非147砂粒]申報表》;
    - (iii) 《證明書》持有人須在每個月的第10日或之前,將前一個月份從內地進口的「非147砂粒」的搬運資料填妥在《表格C1-證明書持有人每月由內地進口[非147砂粒]申報表》上遞交;以及
    - (iv) 每名最終用戶須在每個月的第10日或之前,將前一個月份從內地進口的「非147砂粒」的接收數量、已使用或零售數量及儲存數量等結存資料填妥在《表格D1-最終用戶每月由內地進口[非147砂粒]申報表》上遞交。
- 備註:表格A1、B1、C1及D1載於網址:  
<https://www.cedd.gov.hk/tc/our-major-services/fill-management/marine/permit/index.html>。
8. 《證明書》持有人及最終用戶須允許填料管理部總工程師及其授權人員,在任何時間內安全地進入所申報的卸下及存放砂粒地點,並提供一切所需協助(例如提供每日進出砂粒記錄及持有的《搬運沙粒許可證》),以便部門執行抽查工作。
  9. 如違反上述任何條件,填料管理部總工程師可全權取消或不再發出《證明書》,事前毋須通知。

如有任何查詢,請致電土木工程拓展署的搬運沙粒許可證服務熱線:(852) 2246 8220。

# Conditions of Hong Kong Natural Sand Final User Certificate

1. The Hong Kong Natural Sand Final User Certificate (the Certificate) is granted in reliance on the information declared by the applicant on his/her application. If any information stipulated in the Certificate has changed, the Certificate Holder shall apply for a new certificate.
2. The Certificate, which is the property of the Government of the Hong Kong Special Administrative Region (HKSAR), is granted to the Holder stated in the Certificate and is not transferable.
3. The Certificate shall only be used for the application of Export Licence(s) of the People's Republic of China from the Mainland authority and shall not be used for other purposes.
4. The Certificate shall be used within the validity period. The Certificate Holder shall complete and return the Reply Slip to the Chief Engineer/Fill Management (CE/FM) of the Civil Engineering and Development Department (CEDD) within 7 calendar days after the expiry date. The Reply Slip is available at website: <https://www.cedd.gov.hk/eng/our-major-services/public-forms/fill-management/index.html>.
5. The Certificate Holder, the Final User and/or all other parties between them, if any, shall comply with the requirement of the Ministry of Commerce of the People's Republic of China that the natural sand imported from the Mainland (i.e. the two products with tariff codes "2505100000" and "2505900090" in the Customs Import and Export Tariff of the People's Republic of China) can only be used within HKSAR and cannot be re-exported to other regions or countries.
6. If the sand imported from the Mainland is covered by the Sand Ordinance (Cap. 147), the relevant person shall separately apply for the Sand Removal Permit and shall undertake to abide by the conditions of the Sand Removal Permit.
7. If the sand imported from the Mainland is NOT covered by the Sand Ordinance (Cap. 147) ("non-147 sand"), the Permit Holder and the Final User shall submit the following forms to CE/FM online, by fax ((852) 2714 9481) or by email ([sandpermit@cedd.gov.hk](mailto:sandpermit@cedd.gov.hk)):
  - (i) the Certificate Holder shall complete and return **"Form A1 - Report on "Non-147 Sand" Arrival from the Mainland"** at least 8 hours in advance of the expected arrival at the sand unloading place;
  - (ii) the Certificate Holder shall complete and return **"Form B1 - Report on Completion of Unloading "Non-147 Sand" from the Mainland at Destination"** within 2 working days after completion of unloading sand;
  - (iii) the Certificate Holder shall complete **"Form C1 – Certificate Holder's Monthly Return on Imported "Non-147 Sand" from the Mainland"** with the transportation data of the imported sand from the Mainland in the preceding month and return the completed form on or before the 10th day of each month; and
  - (iv) the Final User shall complete **"Form D1 - Final User's Monthly Return on Imported "Non-147 Sand" from the Mainland"** with the "balanced" records of quantities received, quantities used or retailed, quantities stockpiled, etc. for the "non-147" sand imported from the Mainland in the preceding month and return the completed form on or before the 10th day of each month.

Remark: **Forms A1, B1, C1 and D1** are available at website:

<https://www.cedd.gov.hk/eng/our-major-services/fill-management/marine/permit/index.html>.

8. The Certificate Holder and the Final User shall allow safe access and provide all necessary assistance (such as providing daily in and out sand logbook(s) and the Sand Removal Permit(s) held) at any time to the CE/FM and/or his/her authorized staff in carrying out the spot checking at their reported sand unloading and storage place(s).
9. In case of contravention of any of the conditions stipulated above, CE/FM shall have the sole discretion of cancelling or not issuing the Certificate without prior notice.

For enquiry, please contact the Sand Removal Permit Hotline of CEDD at (852) 2246 8220.



土木工程拓展署填料管理部

Fill Management Division, Civil Engineering and Development Department

由土木工程拓展署人員填寫

To be completed by CEDD staff

香港天然砂進口最終用戶證明書編號:  
Hong Kong Natural Sand Final User Certificate No.:

承諾書

Letter of Commitment

姓名 / 公司名稱 :  
Name / Company Name :  
職位 :  
Position :  
電話號碼 :  
Tel No. :  
地址 :  
Address :

致：土木工程拓展署填料管理部總工程師

To： Chief Engineer/Fill Management, Civil Engineering and Development Department

根據中華人民共和國商務部的規定，本人/我等承諾不會將任何數量從國內申請進口的天然砂（指《中華人民共和國海關進出口稅則》中「2505100000」及「2505900090」兩個稅號的商品）轉口至香港特別行政區境外地區或國家。

In accordance with the requirement of the Ministry of Commerce of the People's Republic of China, I/We hereby commit to no re-export of any quantity of natural sand (i.e. the two products with tariff codes "2505100000" and "2505900090" in the Customs Import and Export Tariff of the People's Republic of China) imported from the Mainland under this application to other regions or countries outside the Hong Kong Special Administration Region.

簽署 :  
Signature :  
姓名 :  
Name : ( )

公司蓋印(如適用者)  
(Company Chop if applicable)

日期 :  
Date :  
(日/月/年)  
(dd/mm/yyyy)