



# 香港天然砂进口最终用户证明书申请表

## Application for Hong Kong Natural Sand Final User Certificate

(证明书有效期最长为 30 个历日 / Certificate is valid for a maximum of 30 calendar days)

### 1. 申请人资料 / Applicant's Information

姓名 / 公司名称:  
Name / Company Name: \_\_\_\_\_

地址:  
Address: \_\_\_\_\_

电话号码: \_\_\_\_\_ 电邮:  
Tel No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### 2. 砂粒进口资料 / Sand Importation Information ( Please tick as appropriate / 请在适当地方加上「✓」号 )

申请从内地进口砂粒是 / The imported sand from the Mainland under this application is:

「25 05 10 00 00」硅砂及石英砂 / silica sand and quartz sand

「25 05 90 00 90」其他天然砂 / other natural sand

最终用户名称、地址及电话号码： Name, Address and Tel No. of the Final User:	
卸下砂粒地点 / Sand Unloading Place(s):	
用途 / Purpose:	<p><input type="checkbox"/> 装修 / Renovation [占比 / proportion:        %]</p> <p><input type="checkbox"/> 滤水/污水设施营运 / Water/Waste Water Treatment Operation [占比 / proportion:        %]</p> <p><input type="checkbox"/> 文娱康乐设施营运 / Leisure and Cultural Amenity Operation [占比 / proportion:        %]</p> <p><input type="checkbox"/> 零售 / Retail (需列明/To state (mandatory): _____) [占比 / proportion:        %]</p> <p><input type="checkbox"/> 混凝土制造 / Concrete Production [占比 / proportion:        %]</p> <p><input type="checkbox"/> 混凝土预制组件制造 / Precast Concrete Unit Production [占比 / proportion:        %]</p> <p><input type="checkbox"/> 水泥制造 / Cement Production [占比 / proportion:        %]</p> <p><input type="checkbox"/> 建造工程项目 / Construction Project [占比 / proportion:        %]</p> <p><input type="checkbox"/> 重大工程项目 / Major Project [占比 / proportion:        %]</p> <p>如选择建造工程项目或重大工程项目，请列明： If Construction Project or Major Project is selected, please state: 项目名称： Project Title: 建造工程项目批准编号： Construction Project / Contract No.:</p> <p>如选择多于一项用途，请列明其占比。 If more than one purposes are selected, please state the respective proportion.</p>
进口商名称、地址及电话号码： Name, Address and Tel No. of the Importer:	

出口商名称、地址及电话号码： Name, Address and Tel No. of the Exporter:					
合约编号* Contract No.*	数量(公吨)# Quantity (Tonne)#	金额(港币) Amount (HKD)	启运口岸 Departing Port	车船编号 Vessel/Vehicle No(s).	预计抵港日期 (日/月/年) Expected Date of Arrival at Hong Kong (dd/mm/yyyy)
					由 from:     /     / 至 to:        /     /
*进口商和出口商之间的合约文件编号 / Contract No. of the Contract between the Importer and the Exporter. #批准数量将会因应申请资料及整体用砂状况而决定 / The approved quantity shall be determined based on the application materials and overall natural sand usage.					
由土木工程拓展署发出且仍有效的香港天然砂进口最终用户证明书（如有）： Hong Kong Natural Sand Final User Certificate(s) issued by the Civil Engineering and Development Department that is/are still valid (if any):					
最终用户证明书编号 Hong Kong Natural Sand Final User Certificate No.			未用于申请《中华人民共和国出口许可证》的砂粒数量(公吨) Quantity that has not used to apply for Export Licence(s) of the People's Republic of China (Tonne)		



# 香港天然砂进口最终用户证明书申请表

## Application for Hong Kong Natural Sand Final User Certificate

### 3. 申请人声明 / Applicant's Declaration

- i. 本人/我等现声明, 据本人/我等所知及所信, 申请表上所填报的资料均属真确及并无遗漏。  
I/We declare that to the best of my/our knowledge and belief, the information provided in this form is true, correct and complete.
- ii. 本人/我等证明附上的文件副本, 是原来文件的真本, 该文件在本申请表提交当日仍然有效。  
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.
- iii. 本人/我等已细阅及明白《香港天然砂进口最终用户证明书》条件, 并遵守有关的要求。  
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.
- iv. 本人/我等已细阅申请表内关于本人/我等个人资料的《个人资料收集声明》。本人/我等明白并且同意, 此等个人资料, 是可按照《个人资料收集声明》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.

申请人签署(及公司盖印(如适用者)):  
Signature of applicant (and company chop if applicable): \_\_\_\_\_

申请人全名:  
Name of applicant in full: \_\_\_\_\_

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

### 4. 申请人必须附上以下文件 / Applicant must submit the following documents:

所有副本的每一页都应由申请人签署并证明其真确无误。/ Every page of all copies shall be signed and certified true and correct by the Applicant.

	由部门人员填写 / To be filled by Official 收件日期 / Date received
i. 进口商、最终用户和两方之间的个人/公司(如有)所签署的承诺书 <b>正本</b> (请参阅第7页) <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 7)	
ii. 进口商和出口商之间的合约文件 <b>副本</b> <b>Copies</b> of the contract agreement(s) between the Importer and the Exporter	
iii. 进口商、最终用户和两方之间的个人/公司(如有)所有合约文件 <b>副本</b> <b>Copies</b> of all contract agreement(s) between the Importer, the Final User(s) and/or all other parties between them, if any	
iv. 若申请数量多于3000公吨, 须额外提供进口商、最终用户和两方之间的个人/公司的收据 <b>副本</b> <b>Copies</b> of payment invoice(s) between the Importer, the Final User(s) and/or all other parties between them, if quantity applied is more than 3000 tonnes.	

- 注: 1. 请把填妥的申请表, 连同必须附上的文件交回土木工程拓展署填料管理部总工程师。申请人可以邮寄(香港九龙何文田公主道101号土木工程拓展署大楼5楼填料管理部)、传真((852) 2714 9481)或电邮(sandpermit@cedd.gov.hk)方式递交申请。  
2. 所有已签署的承诺书**正本**必须以**邮寄**交回土木工程拓展署填料管理部。  
如有任何查询, 请致电土木工程拓展署的搬运沙粒许可证服务热线:(852) 2246 8220。

- Note: 1. 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).  
2. 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.

### 此栏只供部门人员填写 / For Official Use Only

收件人 / Received by:		职位 / Post:	TO (C)	收妥全部文件日期: Date received all:	/ /
办理人 / Processed by:		职位 / Post:	TO (C)	办理日期: Date processed:	/ /
存卷号码 / File No.:	( )			签发日期: Date issued:	/ /
证明书号码 / Certificate No.:	<b>FU-</b>			证明书有效期: Validity Period:	由 from: / / 至 to: / /

## 个人资料收集声明

1. 申请人在表格上所提供的个人资料，土木工程拓展署将用于下列用途：
  - (a) 与处理本表格申请事项有关的工作；
  - (b) 有关《沙粒条例》(香港法例第 147 章)的执行和执法；
  - (c) 砂粒相关投诉调查；
  - (d) 统计及其他法定用途；以及
  - (e) 方便土木工程拓展署跟申请人联络。
2. 申请人必须提供此表格所需的个人资料。如申请人未能提供所需资料，申请可能会不获处理。
3. 涉及上述第 1 段提及的事项，申请人在此表格上所提供的个人资料，可能会向下列人士/部门披露：
  - (a) 政府其他决策局及部门；
  - (b) 其他机构(例如第三方服务提供商)；以及
  - (c) 相关内地当局。
4. 申请人有权根据个人资料(私隐)条例，要求查阅或修改此表格上所提供的个人资料。申请人查阅这些资料的权利，包括可索取这份表格申请人所提供的个人资料副本。有关要求可以书面形式，去信向下列人员查询：

香港九龙何文田  
公主道 101 号  
土木工程拓展署大楼  
土木工程拓展署  
土木工程拓展署署长  
(经办人：副主任秘书/总务)

电话:(852) 2838 3111      传真:(852) 2714 0140

## Personal Information Collection Statement

1. The personal data provided by means of this form will be used by the Civil Engineering and Development Department for the following purposes:
  - (a) activities relating to the processing of the submission in this form;
  - (b) administration and enforcement of the Sand Ordinance (Cap. 147);
  - (c) sand related complaint investigations;
  - (d) statistical and any other legitimate purposes; and
  - (e) facilitating communication between the Department and the applicant;
2. 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.
3. For the purposes mentioned in paragraph 1 above, the personal data provided by means of this form may be disclosed to:
  - (a) other government bureaux and departments;
  - (b) other organizations (e.g. third party service providers); and
  - (c) relevant Mainland authorities.
4. 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

## 《香港天然砂进口最终用户证明书》条件

1. 《香港天然砂进口最终用户证明书》(下称《证明书》)乃根据申请人在其申请表上填报的资料发出。《证明书》上所载资料如有更改,《证明书》持有人须申领新的证明书。
2. 《证明书》属香港特别行政区(下称「香港」)政府所有,并发给《证明书》上注明的持有人,不得转让。
3. 《证明书》只可用于向内地有关当局申请《中华人民共和国出口许可证》,不可作其他用途。
4. 《证明书》须于有效期内使用。《证明书》持有人须在有效期届满后7个历日内,填妥「回复便条」并交回土木工程拓展署填料管理部总工程师(下称「填料管理部总工程师」)。「回复便条」载于网址:<https://www.cedd.gov.hk/sc/our-major-services/public-forms/fill-management/index.html>。
5. 《证明书》持有人、最终用户及两方之间的个人/公司(如有)须遵守中华人民共和国商务部的规定,从国内进口香港的天然砂(指《中华人民共和国海关进出口税则》中「2505100000」及「2505900090」两个税号的商品),只可在香港境内使用,不可以转口至其他地区或国家。
6. 进口砂粒若是受《沙粒条例》(香港法例第147章)所规管的砂粒,有关人士必须另外申请《搬运沙粒许可证》,并须遵守《搬运沙粒许可证》的条件。
7. 进口砂粒若是不受《沙粒条例》(香港法例第147章)所规管的砂粒(下称「非147砂粒」),《证明书》持有人或最终用户必须透过网上系统、传真((852) 27149481)或电邮([sandpermit@cedd.gov.hk](mailto:sandpermit@cedd.gov.hk))向填料管理部总工程师提交以下申报表:
  - (i) 《证明书》持有人须于该运载「非147砂粒」船只/车辆预计抵达卸下砂粒地点最少8小时前,递交填妥的《表格A1-由内地送抵[非147砂粒]申报表》;
  - (ii) 《证明书》持有人须于完成卸下砂粒后2个工作日内,递交填妥的《表格B1-完成卸下从内地进口[非147砂粒]申报表》;
  - (iii) 《证明书》持有人须在每个月的第10日或之前,将前一个月份从内地进口的「非147砂粒」的搬运资料填妥在《表格C1-证明书持有人每月由内地进口[非147砂粒]申报表》上递交;以及
  - (iv) 每名最终用户须在每个月的第10日或之前,将前一个月份从内地进口的「非147砂粒」的接收数量、已使用或零售数量及储存数量等结存资料填妥在《表格D1-最终用户每月由内地进口[非147砂粒]申报表》上递交。

备注:表格A1、B1、C1及D1载于网址:<https://www.cedd.gov.hk/sc/our-major-services/fill-management/sand-removal-permit/index.html>。

8. 《证明书》持有人及最终用户须允许填料管理部总工程师及或其授权人员,在任何时间内安全地进入所申报的卸下及存放砂粒地点,并提供一切所需协助(例如提供每日进出砂粒记录及持有的《搬运沙粒许可证》),以便部门执行抽查工作。
9. 《证明书》只可用于向内地有关当局申请《中华人民共和国出口许可证》,并仅限进口其申报砂类。《证明书》持有人须确保批准数量不会用于进口其他砂类(包括但不限于机制砂粒)。
10. 如违反上述任何条件,填料管理部总工程师可全权取消或不再发出《证明书》,事前毋须通知。

如有任何查询,请致电土木工程拓展署的搬运沙粒许可证服务热线:(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: [www.cedd.gov.hk/eng/our-major-services/public-forms/fill-management/index.html](http://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/sand-removal-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. The Certificate shall only be used for the application of Export Licence of the People's Republic of China from the Mainland authority and shall be used for the importation of the declared sand types. The Certificate Holder shall ensure that other types of sand (including but not limited to manufactured sand) should not be imported as part of the approved quantity of the Certificate.
  10. 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员填写  
To be completed by CEDD staff

香港天然砂进口最终用户证明书编号:  
Hong Kong Natural Sand Final User Certificate No.:

承诺书

Letter of Commitment

姓名 / 公司名称 :  
Name / Company Name : \_\_\_\_\_

职位 : \_\_\_\_\_  
Position : \_\_\_\_\_

电话号码 : \_\_\_\_\_  
Tel No. : \_\_\_\_\_

地址 : \_\_\_\_\_  
Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

致：土木工程拓展署填料管理部总工程师  
To： Chief Engineer/Fill Management, Civil Engineering and Development Department

根据中华人民共和国商务部的规定，本人/我等承诺不会将任何数量从国内申请进口的天然砂（指《中华人民共和国海关进出口税则》中「2505100000」及「2505900090」两个税号的商品）转口至香港特别行政区境外地区或国家。

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.

签署 :  
Signature : \_\_\_\_\_

姓名 :  
Name : ( \_\_\_\_\_ )

公司盖印(如适用者)  
(Company Chop if applicable)

日期 :  
Date : \_\_\_\_\_

(日/月/年)  
(dd/mm/yyyy)