



# 搬运沙粒许可证申请表

## Application for Sand Removal Permit

《沙粒条例》(香港法例第147章) / Sand Ordinance (Cap.147)

### 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. 付运沙粒资料 / Sand Transportation Information:

船只 / 车辆编号 / Vessel/Vehicle No. : \_\_\_\_\_

沙粒来源地 / Source of Sand: \_\_\_\_\_

卸下沙粒地点 Sand Unloading Place(s)	只供内地进口沙粒填写 Only for Sand imported from the Mainland		付运沙粒数量(公吨) Quantity of Sand (Tonne)
	最终用户证明书编号 Final User Certificate No(s).	出口许可证编号 Export Licence No(s).	
总数/Total:			

申请许可证总数量 / Total No. of Permit(s) Applied:	(张 / No(s).)
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### 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, 申请表上所填报的数据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《搬运沙粒许可证》条件, 并遵守有关的要求。  
I/We have read and understood the Conditions of Sand Removal Permit 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副本 / Applicant must submit copies of the following documents:**

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

**I. 适用于内地进口沙粒 / For importing sand from the Mainland**

		由部门人员填写 / To be filled by Official 收件日期 / Date received
i.	中华人民共和国出口许可证 Export Licence(s) of the People's Republic of China	

**II. 适用于非内地进口沙粒 / For importing sand not from the Mainland**

		由部门人员填写 / To be filled by Official 收件日期 / Date received
i.	申请人、进口商、出口商和三方之间的公司（如有）之间的合约文件 Contract agreement(s) between the Applicant, the Importer, the Exporter and/or all other parties between them, if any	
ii.	出口国/地区签发的出口许可证 Export licence(s) from the exporting country/territory	

注：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](mailto:sandpermit@cedd.gov.hk)）方式递交申请。

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: 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)).

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:	/ /
许可证号码： Permit No.:	<b>SRP-</b>	签发日期： Date issued:	/ /	许可证有效期： Validity Period:	由： from: / / 至： to: / /

## 个人资料收集声明

- 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：
  - 与处理本表格申请事项有关的工作；
  - 有关《沙粒条例》(香港法例第 147 章)的执行和执法；
  - 沙粒相关投诉调查；
  - 统计及其他法定用途；以及
  - 方便土木工程拓展署跟申请人联络。
- 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。
- 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：
  - 政府其他决策局及部门；以及
  - 其他机构（例如第三方服务提供商）。
- 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。申请人查阅这些数据的权利，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

- 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; and
  - other organizations (e.g. third party service providers).
- 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

## 《搬运沙粒许可证》条件

1. 在香港特别行政区(下称「香港」) 进口及境内搬运沙粒的船只/车辆须持有有效的《搬运沙粒许可证》(下称《许可证》)。每一张《许可证》只适用于一次船只/车辆的运上，并只可使用一次。
  2. 《许可证》属于香港政府所有，不可转让。
  3. 《许可证》乃根据申请人在其申请表上填报的资料发出。《许可证》上所载数据如有更改，持证人须申领新的《许可证》，并把旧有的《许可证》乙部填妥后，以邮寄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」)。
  4. 持证人须在卸下沙粒完成后 7 个历日内，把已使用的《许可证》乙部填妥后，以邮寄交回填料管理部总工程师。
  5. 持证人须妥善保管《许可证》，并于证上所列明的有效期内使用。任何未经使用的《许可证》，须在有效期届满后 7 个历日内把《许可证》乙部填妥后，以邮寄交回填料管理部总工程师。
  6. 持证人及最终用户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。
  7. 就运送内地沙粒进口到香港的船只/车辆，持证人或最终用户必须透过网上系统、传真((852) 2714 9481)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) 持证人须于该船只/车辆预计抵达卸下沙粒地点最少8小时前，递交填妥的《表格A-由内地送抵沙粒申报表》；
    - (ii) 持证人须于完成卸下沙粒后2个工作日内，递交填妥的《表格B-完成卸下从内地进口沙粒申报表》；
    - (iii) 持证人须在每个月的第10日或之前，将前一个月份从内地进口的沙粒的搬运数据填妥在《表格C-持证人每月由内地进口沙粒申报表》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沙粒的接收数量、已使用或零售数量及储存数量等结存数据填妥在《表格 D-最终用户每月由内地进口沙粒申报表》上递交。
- 备注：表格 A、B、C 及 D 载于网址：  
[www.cedd.gov.hk/tc/public-services-forms/fill-management/marine/permit/index.html](http://www.cedd.gov.hk/tc/public-services-forms/fill-management/marine/permit/index.html)。
8. 持证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《许可证》)，以便部门执行抽查工作。
  9. 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《许可证》，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 Sand Removal Permit

1. Vessel/vehicle for importation and transportation of sand in the territory of the Hong Kong Special Administrative Region (HKSAR) shall have a valid Sand Removal Permit (Permit). One Permit is used for a single vessel load/vehicle load and can be used for only one time.
2. The Permit is the property of the Government of HKSAR and is not transferable.
3. The Permit is granted in reliance on the information declared by the applicant on his/her application. If the information stipulated in the Permit has changed, the Permittee shall apply for a new Permit and return the obsolete Permit with Part B of the Permit completed to the Chief Engineer/Fill Management (CE/FM) of the Civil Engineering and Development Department (CEDD) by post.
4. The Permittee shall send the used Permit with Part B of the Permit completed to CE/FM by post within 7 calendar days from the date of completion of unloading sand.
5. The Permittee shall keep the Permit properly and use it within the validity period stipulated on the Permit. Any unused Permit with Part B of the Permit completed shall be returned to CE/FM by post within 7 calendar days after the expiry date of the Permit.
6. The Permittee and the Final User 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.
7. For vessel/vehicle to deliver imported sand from the Mainland to HKSAR, 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 Permittee shall complete and return "**Form A - Report on Sand Arrival from the Mainland**" at least 8 hours in advance of the expected arrival at the sand unloading place;
  - (ii) the Permittee shall complete and return "**Form B - Report on Completion of Unloading Sand from the Mainland at Destination**" within 2 working days after completion of unloading sand;
  - (iii) the Permittee shall complete "**Form C - Permittee's Monthly Return on Imported 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 D - Final User's Monthly Return on Imported Sand from the Mainland**" with the "balanced" records of quantities received, quantities used or retained, quantities stockpiled, etc. for the 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 A, B, C and D** are available at the website:

[www.cedd.gov.hk/eng/public-services-forms/fill-management/marine/permit/index.html](http://www.cedd.gov.hk/eng/public-services-forms/fill-management/marine/permit/index.html).

8. The Permittee and the Final User shall allow safe access and provide all necessary assistance (such as providing daily in and out sand logbook(s) and 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 Permit without prior notice.

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