



# Census and Statistics Department

## Hong Kong Special Administrative Region

### Application for Refund of Imports & Exports Declaration Charge, Clothing Industry Training Levy & Penalty Charge

*(Refund of service provider transaction fee and/or specified agent charges is under the purview of the Electronic Declaration Service Provider and thus not covered in this application.)*

#### 1. Particulars of applicant

Name of applicant / organization: \_\_\_\_\_ Tel no.: \_\_\_\_\_

Contact person (if applicable): \_\_\_\_\_ Fax no.: \_\_\_\_\_

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

#### 2. Details of the declaration requiring refund of declaration charges

UDR in Electronic Declaration Service Provider Transaction Bills: \_\_\_\_\_ Lodgement date: \_\_\_\_\_

Imports & Exports Declaration Charge: \$ \_\_\_\_\_ Clothing Industry Training Levy: \$ \_\_\_\_\_ Penalty Charge: \$ \_\_\_\_\_

#### 3. Reason(s) for refund (please '✓' as appropriate)

(a) Duplicate with another declaration of UDR: \_\_\_\_\_ Lodgement date: \_\_\_\_\_

(b) Cancellation of declaration due to \_\_\_\_\_

(c) Overpayment due to error in declared information. Details are as follows: \_\_\_\_\_

Particulars	Declared information	Correct information
* Arrival / Departure date		
Trade value		
Form type		

(d) Others (please specify) \_\_\_\_\_

#### 4. Supporting documents

In support of this application, I submit a copy each of the following documents:

- (i) \* Electronic declaration service provider transaction bills / payment receipt for users of the paper-to-electronic conversion service;
- (ii) \* Import / export declaration;
- (iii) \* Bill of lading / air waybill / rail cargo receipt / road cargo manifest / P.O. receipt / house billing of lading / house air waybill;
- (iv) Invoice; and
- (v) Others (please specify) \_\_\_\_\_

I declare that the information given above is true.

\_\_\_\_\_  
Name and position of signatory (in block letters)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and company chop

#### Notes

1. \*Select as appropriate.

2. **The completed form should be returned with copy of the supporting documents to Trade Statistics Processing General Unit, Census and Statistics Department, 18/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong.**  
*Please ensure your mail items bear sufficient postage before posting. Any mail items bearing insufficient postage will be returned or disposed of by the Hongkong Post.*

3. *The Department may raise queries to the applicant during the verification process.*

4. *The information provided herein will only be used for processing your application and will not be disclosed to parties which are not involved in the job.*

5. *You may seek access to or correction of the information by addressing your request to the Data Controlling Officer, Census and Statistics Department, 21/F, Wanchai Tower, 12 Harbour Road, Wan Chai, Hong Kong.*

6. *Under normal circumstances, if applicant fails to provide sufficient documents for verification and/or application for reasons apart from those set out in paragraph 3(a), (b) and (c), the application for refund will not be considered.*

7. **According to the Import and Export (Registration) Regulations, any person who knowingly or recklessly lodges any declaration with the Commissioner that is inaccurate in any material particular shall be guilty of an offence and shall be liable on summary conviction to a fine of \$10,000.**

8. **Any refund under this application shall not preclude investigation and prosecution, if any, by the Customs and Excise Department in connection with the lodgement of the original Import/Export Declaration.**