

請將申請書交回：

香港灣仔皇后大道東 258 號 1 樓 119 室  
食物進／出口組  
食物進口商／分銷商登記及進口簽證辦事處  
電話號碼：2156 3017／2156 3034 傳真號碼：2156 1015  
電郵地址：fso\_enquiry@fehd.gov.hk

**Application form to be sent to:**

Food Importer/Distributor Registration and Import Licensing Office  
Food Import & Export Section  
Room 119, 1/F, 258 Queen's Road East, Wan Chai, Hong Kong  
Tel No.: 2156 3017/2156 3034 Fax No.: 2156 1015  
Email address: fso\_enquiry@fehd.gov.hk

## 食物安全條例 FOOD SAFETY ORDINANCE

### 豁免登記或備存食物紀錄規定申請

### Application for Exemption from Registration or Record-keeping Requirement

(填寫此表格前，請參閱第 6 頁的「填表須知」)

(Please read the 'Guide to Completing the Form' at page 6 before completing this form)

本人／公司／機構現向食物環境衛生署署長申請豁免遵從以下依據《食物安全條例》第 612 章第 2 或 3 部的規定。

I/this company/this organisation would like to apply to the Director of Food and Environmental Hygiene for exemption from complying with the following requirement under Part 2 or 3 of the Food Safety Ordinance (Cap. 612).

- 食物進口商／食物分銷商登記的規定  
Registration Requirement for Food Importer/Food Distributor
- 備存食物紀錄的規定  
Record-keeping Requirement Relating to Food  
(請在適當方格內填上「✓」號。 Please tick the appropriate box.)

### 甲部 Part A 請提供申請人資料 Please provide applicant's information

申請人／公司／機構名稱 Name of Person/Company/Organisation	
香港身分證／其他身分證明文件*號碼 (請註明) (附註 1) Hong Kong Identity Card/Other Proof of Identity* No. (please specify) (Note 1)	
業務名稱 Name of Business	
業務性質 Nature of Business	
商業登記／其他登記*號碼 (請註明) (附註 2) Business Registration/Other Registration* No. (please specify) (Note 2)	
註冊辦事處／業務地址 Registered Office/Business Address	
聯絡地址 Correspondence Address	
電話號碼 Tel. No.	
傳真號碼 Fax No.	

\* 請刪去不適用者。 Please delete where appropriate.

**乙部 Part B 請提供一或兩位聯絡人資料，以便緊急時（如發生食物事故）聯絡**  
**Please provide information of one or two contact person(s) for emergency contact purpose**  
**(e.g. food incident)**

聯絡人(1)姓名 Name of Contact Person (1)	
辦事處地址 Office Address	
緊急聯絡電話號碼 Emergency Contact Tel. No.	
流動電話號碼 Mobile Phone No.	
傳真號碼 Fax No.	
電郵地址 Email Address	

聯絡人(2)姓名 Name of Contact Person (2)	
辦事處地址 Office Address	
緊急聯絡電話號碼 Emergency Contact Tel. No.	
流動電話號碼 Mobile Phone No.	
傳真號碼 Fax No.	
電郵地址 Email Address	

**丙部 Part C 請簡述申請豁免的原因 Please state the brief reason(s) for applying the exemption**

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**丁部(1) Part D(1)**

請注意：丁部(1)只適用於公司／機構申請，如屬個人申請，請填寫丁部(2)  
**Attention: Part D(1) is applicable to body corporate/organisation. If the applicant is an individual, please complete Part D(2)**

本人 \_\_\_\_\_ (請以正楷填寫姓名) (香港身分證／其他身分證明文件\*號碼： \_\_\_\_\_) 代表上述公司或機構作出豁免申請。本人完全明白夾附的《用途聲明》。

I \_\_\_\_\_ (English Name in Block Letters) (Hong Kong Identity Card/Other Proof of Identity\* No. : \_\_\_\_\_) represent the above company or organisation to apply for the exemption. I fully understand the “Statement of Purpose” as attached.

簽署： \_\_\_\_\_  
Signature

職銜： \_\_\_\_\_  
Position held

日期： \_\_\_\_\_  
Date

公司印章： \_\_\_\_\_  
Company chop (如適用 If applicable)

\* 請刪去不適用者。 Please delete where appropriate.

**丁部(2) Part D(2)**

請注意：丁部(2)只適用於個人申請，如屬公司／機構申請，請填寫丁部(1)  
**Attention: Part D(2) is applicable to individual application. If the applicant is a body corporate/organisation, please complete Part D(1)**

本人 \_\_\_\_\_ (請以正楷填寫姓名) 擬提出豁免申請。本人完全明白夾附的《用途聲明》。

I \_\_\_\_\_ (English Name in Block Letters) would like to apply for the exemption. I fully understand the “Statement of Purpose” as attached.

簽署：\_\_\_\_\_ 申請人姓名：\_\_\_\_\_ 日期：\_\_\_\_\_  
Signature Name of Applicant Date

## 用途聲明 Statement of Purpose

(根據《個人資料(私隱)條例》)(向資料當事人展示或提供)  
(under the Personal Data (Privacy) Ordinance) (to be displayed or provided to data subjects)

### 1. 收集資料的目的 Purpose of Collection

你所提供的個人資料，會由食物環境衛生署(本署)食物安全中心用作與處理本表格申請事項有關的工作；有關食物安全法例的執行和執法；投訴調查；統計及其他法定用途；及方便政府跟申請人聯絡。個人資料的提供，純屬自願。如果你不提供充分的資料，我們未必能夠處理你的申請，或在有需要時提供協助。

The personal data are provided by individuals to the Centre for Food Safety, Food and Environmental Hygiene Department (this Department) for the purposes of activities relating to processing this application; administration and enforcement of relevant food safety legislation; complaint investigation; statistical and any other legitimate purpose; and facilitating communications between Government and the applicant. The provision of personal data is voluntary. If you do not provide sufficient information, we may not be able to process your application or provide assistance to you where appropriate.

### 2. 接受轉介人的類別 Classes of Transferees

你所提供的個人資料，主要由本署內部使用，但亦可能在有需要時因以上第1段所列目的向其他政府決策局和部門或有關方面(包括一般市民)披露。除此之外，資料只可於你同意作出該種披露或作出該種披露是《個人資料(私隱)條例》所允許的情況下，才向有關方面披露。

The personal data you provide are mainly for use within this Department but they may also be disclosed to other Government bureaux and departments or other parties (including the general public) for the purposes mentioned in paragraph 1 above. Apart from this, the personal data may only be disclosed to those parties where you have given prior consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

### 3. 查閱個人資料 Access to Personal Data

根據《個人資料(私隱)條例》第18條及22條以及附表1第6原則所述，你有權查閱及修正個人資料，包括有權取得個人資料。應查閱要求而提供資料時，可能要徵收費用。

You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data. A fee may be imposed for complying with a data access request.

### 4. 查詢 Enquiries

有關所提供個人資料的查詢(包括查閱及修正資料)，請送交：

Enquiries concerning the personal data provided, including the making of access and corrections, should be addressed to:

香港金鐘道66號金鐘道政府合署43樓  
食物環境衛生署 食物安全中心  
高級行政主任(食物安全中心)  
電話號碼：2867 5300

Senior Executive Officer (Centre for Food Safety)  
Centre for Food Safety, Food and Environmental Hygiene  
Department  
43rd Floor, Queensway Government Offices, 66  
Queensway, Hong Kong  
Tel. No.: 2867 5300

## 填表須知

### Guide to Completing the Form

1. 根據《食物安全條例》第 6(1)條，食物環境衛生署署長（署長）可藉書面豁免任何人，使其無需就某業務登記為食物進口商／食物分銷商的規定。

Under Section 6(1) of the Food Safety Ordinance, the Director of Food and Environmental Hygiene (the Director) may in writing exempt a person from the requirement to be registered as a food importer/food distributor in respect of a business.

2. 根據《食物安全條例》第 29(1)條，署長可藉書面豁免任何人，使其無需遵守須根據條例第 3 部備存紀錄的規定。

Under Section 29(1) of the Food Safety Ordinance, the Director may in writing exempt a person from the requirement to keep a record under Part 3 of the Ordinance.

3. 署長可在認為適當的條件的規限下給予《食物安全條例》第 6(1)條及 29(1)條的豁免。署長可基於批予豁免的條件不獲遵從而撤回有關豁免。

An exemption under Section 6(1) or 29(1) of the Food Safety Ordinance may be granted subject to any conditions the Director considers appropriate. The Director may withdraw an exemption granted on the ground that the conditions of the exemption have not been complied with.

4. 獲豁免登記的食物進口商／食物分銷商仍須根據《食物安全條例》第 3 部的規定備存適當的交易紀錄。

Food importers/food distributors exempted from registration are still required under Part 3 of the Food Safety Ordinance to maintain transaction records as appropriate.

5. 附註 Specific Notes

附註 1 - 如屬個人申請，申請表必須附同有效的香港身分證／其他身分證明文件副本，以供核實。

Note 1 - For individual application, a copy of the valid Hong Kong Identity Card/other Proof of Identity must be submitted together with this application for verification.

附註 2 - 申請表必須附同有效的商業登記證／其他登記證副本，以供核實。

Note 2 - A copy of the valid Business Registration/other Registration Certificate must be submitted together with this application for verification.