

**How to Complete Import Licence Forms for
Radioactive Substances and Irradiating Apparatus**

When completing the licence application, please follow the guidelines below. The numbers given below against each of these guidelines correspond to the note numbers in the specimen import licence application.

(1) Name and Address of Foreign Exporter

Please give the name and full address. P.O. Box number or “Company A on Behalf of Company B” cannot be accepted. The country must be clearly specified and should tally with the exporting country stated on the application.

(2) Name and Address of Hong Kong Importer

Please give the name and full address. P.O. Box number or “Company A on Behalf of Company B” cannot be accepted.

(3) Business Registration Number

If the applicant is an individual and not a company/firm, the Hong Kong identity card number or passport number of the applicant should be provided.

(4) Arrival Date

Please give the date of arrival. If the exact date is not known, an intended date is acceptable. Licence application should be lodged well before the intended date of arrival to allow sufficient time for the application to be processed and approved.

(5) Vessel/Flight/Vehicle Number

Please state the mode of transport (by air, sea or lorry, etc.) and give the name of vessel and voyage, flight or vehicle number, if available.

(6) Marks and Nos.; Container No.

Please give the shipping marks and numbers. If there are no shipping marks and numbers, the words ‘No marks’ should be stated.

(7) Number and Kind of Packages

Please indicate number of packages/ cartons of the irradiating apparatus and specify both relevant type of packages and UN number of the radioactive substances.

(8) Description of Goods

Please give a full product description for each item of the goods including the brand name of the radioactive substances and the name and model number of the irradiating apparatus, where applicable. The common and/or chemical name quoted on the licence application should have appeared on the Radioactive Substances Licence or Irradiating Apparatus Licence. Use of abbreviations and in-house terms should be avoided.

(9) Radioactive Substances/Irradiating Apparatus Licence No.

Please give the relevant Radioactive Substances Licence No. or Irradiating Apparatus Licence No.

(10) No. of Units

Please give quantity of the goods, with appropriate unit, e.g. pieces, sets and Becquerel (Bq) etc..

(11) Blank space must be crossed out.

(12) Importer’s Declaration

Please indicate whether the goods are for local consumption or for re-export. If the goods are for re-export, please name the country to which the goods will subsequently be re-exported.

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(13) Signatory's Name

Please give the signatory's name in block letters. Initials are not accepted.

(14) Date and Signature

Please insert the date and sign the application. The declaration must be signed by an authorized official of the company. The declaration cannot be made on behalf of another company.

(15) Company Chop

Please apply company chop on each and every page of the application. The company chop should be clear and legible.

(16) Origin Country

Please name the country of origin for each item of goods. This is the country where the goods are manufactured and is not necessarily the exporting country.

(17) Exporting Place

Please name the country from which the goods being exported.

2. Import Licence form for radioactive substance and irradiating apparatus is available for download from our official website (in PDF format). Applicant will only need to complete the form by filling the first (original) of the PDF file and the application particulars will come out on the other copies. Print out of the completed application form and submit the form according to application procedure from our webpage (<https://www.rhd.gov.hk/english/html/ILapplication.htm>).

3. No erasure or correction fluid should be used on licence forms. Errors should be clearly and tidily crossed out. Please initial, date and apply your company's amendment chop against all amendments, defacements, additions or deletions made. No more than 3 amendment chops are allowed for each application. Any amendments of the licence after issue could only be made by the Department upon receipt of written applications for amendments by the licensees concerned.

4. The importer must comply with the conditions of issue specified on the licence.