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Sample for reference only

**For Organisation**

*(please use Organisation letterhead)*

To: Customs & Excise Department

Attn: Office of Trade Single Window Operation

**Authorisation Letter**

***\****I/We, ***<Organisation Name>*** ***(****Issuing Authority and Registration No.* ***<Name of Authority and Registration No.>)*** hereby authorise ***<Name of Authorised Person>***, holder of ***\*Hong Kong Identity Card No. <HKID No.> / Passport No. <Passport No.>***, as the following role of the organisation.

|  |  |
| --- | --- |
| **Role**  (Please “” as appropriate) | **Functions of the role** |
| Authorised Administrator | * To operate the “Company/Organisation (Administrator) Account” of the organisation * To create / cancel other user account of the organisation * To perform system operations in compliance with the “Terms and Conditions of Trade Single Window Services” |
| Authorised User | * To operate the “Company/Organisation (User) Account” of the Organisation * To perform system operations in compliance with the “Terms and Conditions of Trade Single Window Services” |

The above ***\*Authorised Administrator / Authorised User*** is authorised to act on behalf of the organisation in operating the relevant registered account in the Trade Single Window system upon its registration.

The identification document of the above ***\*Authorised Administrator / Authorised User*** will be provided separately via the Trade Single Window system.

For and on behalf of the organisation

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| --- | --- | --- |
|  |  |  |
| Authorised Signature(s) |  | Organisation Chop |
| ( ) |  |  |
| Name in Block Letters |  |  |
| ( ) |  |  |
| Title |  |  |
| Date: |  |  |

***\*delete where inapplicable***