Sample for reference only

**For Sole proprietorship & Partnership**

*(please use Company letterhead)*

To: Customs & Excise Department

Attn: Office of Trade Single Window Operation

**Authorisation Letter**

 ***\****I/We, ***<Company Name>*** (Business Registration No. ***<BR 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 company.

|  |  |
| --- | --- |
| **Role** (Please “” as appropriate) | **Functions of the role** |
| Authorised Administrator | * To operate the “Company/Organisation (Administrator) Account” of the Company
* To create / cancel other user account of the Company
* 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 Company
* 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 company 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 in the Trade Single Window system.

For and on behalf of the company

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

***\*delete where inapplicable***