



Hong Kong General Chamber of Commerce
香港總商會 1861

香港總商會
地址：香港彌敦道707-713號銀禧國際中心3/F
Hong Kong General Chamber of Commerce
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Helping Business since 1861

日期：2013年3月1日
致：文件加簽/ 商事證明 客戶

商事證明服務 延伸至所有加簽文件

為符合各國海關、領事館和銀行對文件可信性的要求，去年，本會推行商事證明於文件加簽服務上(十類指定文件除外)，對申請人的簽名及印章進行認證。過去一年，經本會簽發的各類商事證明，均獲各界認同。

由 2013年4月1日 起，該十類文件將納入“商事證明”範圍，每份加簽可獲本會簽發的商事證明書乙份。為減輕客戶負擔，該十類文件(如下)申請費用將定為 \$160 / \$180 (會員/非會員)，其他文件收費 \$240 / \$280 維持不變。

- | | |
|-------------------------------------|--------------------------|
| 1 Commercial Invoice | 6 Annex to Mexico |
| 2 Certificates of Origin (Overseas) | 7 Packing List |
| 3 Import / Export Declaration | 8 Air Way Bill |
| 4 Conformity | 9 Bill of Lading |
| 5 Non-manipulation | 10 Certificate of Vessel |

申請辦法如下：

- 1 提交〈商事證明聲明書及申請表〉(表格 Form-CDA)
- 2 提交〈公司商業登記證副本〉
- 3 加簽文件須一式二份(其中一份供本會備案)
- 4 申請需時四小時

如蒙查詢，請與客戶服務聯絡，電話：2398 6036。

簽證總監
陳志昌



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Date : 1 March 2013

To : Users of Endorsement / Certification Service

Extension of Certification of Documents Service *Helping Business since 1861*

To meet the needs of Customs, Consulates and Banks on document creditability, last year we launched a new service called Certification of Documents for trade documents attesting the company chop and signatory of the applicant (10 selected documents excluded). During the months, certified documents are well-received and entrusted worldwide.

With effect from 1 April 2013, the 10 excluded documents will be processed as certification and be attested by a Chamber's certificate. To alleviate users' burden, certification fees for the below are set at \$160 / \$180 (member / non-member), fees for other documents remain as \$240 / \$280.

- | | |
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Procedures:

- 1 Complete an <Application and Declaration > form for the service (Form CDA)
- 2 Submit a photocopy of < Business Registration Certificate >
- 3 Document for certification in two copies (one copy will be kept by Chamber)
- 4 Processing Time : 4 hours

For enquiries, please feel free to contact our Customer Service Manager at 2398 6036

CC Chan

Certification, Director