

For reference only
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### For Limited Company

*(please use company letter)*

To: Customs & Excise Department

Licence Unit

#### Sample of Authorization Letter

By resolution of the Board of Director's Meeting held on **DD-MM-YY (Date)**, Mr. **(Name)** holder of HKID no. **(ID No.)** was appointed to act as **\*Responsible Personnel /Second Responsible Personnel** for the **\*Manufacturer/ Warehouse / Import & Export** Licence of Dutiable Commodities, namely, **\*Alcoholic Liquor /Tobacco / Methyl Alcohol / Hydrocarbon Oil** for **(Company Name)** with immediate effect.

----- (Signature) (Company Chop here)

Name of Director (in Block letters)

Date

\*delete where inapplicable

To: Customs & Excise Department

Licence Unit

#### Sample of Acceptance Letter

I, **(Name)**, holder of HKID no. **(ID No.)**, hereby accepted the appointment of **\*Responsible Personnel /Second Responsible Personnel** by **(Company Name)** for the **\*Manufacturer / Warehouse / Import & Export** Licence of Dutiable Commodities, namely, **\*Alcoholic Liquor / Tobacco / Methyl Alcohol / Hydrocarbon Oil** with immediate effect.

----- (Signature)

Name of Responsible Personnel /Second Responsible Personnel (in Block letters)

Date

\*delete where inapplicable