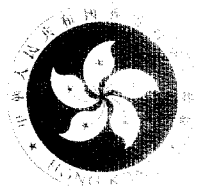


香港特別行政區政府  
工商及科技局  
工商科



香港金鐘道八十八號  
太古廣場第一期二十九樓

COMMERCE AND INDUSTRY BRANCH  
COMMERCE, INDUSTRY AND  
TECHNOLOGY BUREAU  
GOVERNMENT OF THE HONG KONG  
SPECIAL ADMINISTRATIVE REGION

LEVEL 29, ONE PACIFIC PLACE  
88 QUEENSWAY  
HONG KONG  
Tel No. : 2918 7478  
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Our Ref. : L/M to CIB 89/01/23

1 June 2005

**(Letter to Sea Cargo Carriers)**

Dear Sir/Madam,

**Trial Run of the Electronic Manifest (EMAN) Service  
(15 June to 31 July 2005)**

I am writing to invite you to participate in a trial run for the EMAN service, before the migration to full electronic submission for sea cargo manifests.

Since the launch of the EMAN service in April 2003, cargo carriers may choose to submit manifests electronically to the Government under the Import and Export Ordinance (Cap. 60). After consulting the air and rail industry and conducting a trial run, electronic submission of manifests for air and rail cargoes was mandated in July 2004. Tradelink Electronic Commerce Ltd (Tradelink) is currently providing the EMAN service on a non-exclusive basis.

As the next step, the Government intends to mandate the use of EMAN for sea cargoes. We have discussed with the Hong Kong Liner Shipping Association, the Guangdong and Hong Kong Feeder Association, the Hong Kong Sea Transport and Logistics Association, the Hong Kong Cargo Vessel Traders' Association, and the Hongkong Association of Freight Forwarding and Logistics, and come to the consensus that a trial run should be launched to try out the EMAN service in detail, with a view to mandating the use of the EMAN service.

The key features of the trial run for sea cargo carriers are –

- (a) Duration: 15 June to 31 July 2005. Participation is on a voluntary basis, and your company can join the trial run any time during the period;
- (b) Fee waiver: Tradelink will waive all the fees for sea cargo manifests submitted during the trial run;
- (c) Training: Tradelink is arranging several workshops/refresher courses (free of charge) in early June, and may have already approached your company;

- (d) Technical support: Tradelink stands ready to provide your company with any technical advice. You are encouraged to confirm with Tradelink the submission method<sup>1</sup> your company will be using, and complete development work (if any) as soon as possible; and
- (e) Legal status: All electronic manifests submitted to the Government via Tradelink since April 2003 are legally recognized, and there is no need for separate submission of paper manifests for the same cargoes. If any such paper manifests are inadvertently submitted, the Government will dispose of them as if they have not been received.

For carriers submitting only a small number of manifests each year, they may opt for the paper-to-electronic conversion service provided at Tradelink's service centre upon full migration to EMAN submission (Tradelink will be happy to explain details to you). If your company intends to use this mode of submission in future, please inform Tradelink of this.

In line with our long-established policy to migrate to full electronic submission for a trade document after a period of parallel run, the Government intends to cease accepting paper manifests and mandate EMAN submission for sea cargoes soon after the trial run. We thus strongly encourage you to participate in the trial run.

Tradelink will approach you shortly about the trial run. In the meantime, should you require any assistance, please feel free to give Tradelink a ring at 2917 8866 (service hotline) or 2599 1700 (registration hotline).

Yours faithfully,



( Mrs Margaret Chan )  
for Secretary for Commerce, Industry and Technology

c.c. Commissioner of Customs and Excise  
(Attn.: Mr K Y Ho)  
Commissioner for Census and Statistics  
(Attn.: Ms Josephine Tse)  
Director-General of Trade and Industry  
(Attn.: Mr Dick Mak)  
Tradelink Electronic Commerce Ltd  
(Attn.: Ms Teresa Chan)

<sup>1</sup> by direct data entry (using the software provided for free by Tradelink), back-end integration with your in-house system etc.