

香港特別行政區政府
工商及科技局
工商科



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

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Our Ref. : CIB 89/10/10

3 June 2005

By Fax

(Letter to Shippers)

Dear Sir/Madam,

**Electronic Manifest (EMAN) Service -
Reporting of Goods Description**

As you may be aware, the Government in April 2003 launched an EMAN service through which air, rail and sea cargo carriers may submit cargo manifests electronically to the Government. Use of the EMAN service for submitting air and rail cargo manifests was mandated in July 2004. We are now taking steps to achieve full migration to EMAN for sea cargo manifests.

The Government has discussed with the shipping and freight forwarding industry¹ and reached consensus with them that a trial run should be conducted for as many sea carriers as possible to try out the EMAN service, to pave way for full migration to electronic manifest submission soon afterwards. The trial run will be held between 15 June and 31 July 2005.

While it is carriers' responsibility to submit cargo manifests, the smoothness of electronic manifest submission hinges on the completeness and quality of cargo data provided at source by shippers, particularly for goods description. In particular, we understand that the goods descriptions provided by shippers to freight forwarders/carriers are sometimes quite lengthy. In such cases, carriers may have to feed only part of the goods descriptions received for EMAN submission. Though this will be acceptable for EMAN submission purposes, it is not desirable to carriers and shippers because it would lead to a higher chance of Government raising queries, which will generate additional work for all parties concerned.

¹ including 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.

To facilitate the submission of electronic manifests by sea carriers, we would therefore like to appeal for your support to provide goods descriptions using any one of the following options when preparing shipping documents² which you (as the shipper) will pass on to your freight forwarder/carrier for importing/exporting goods -

- (a) provide the same goods description you have provided or will provide in the government licence/notification/permit (if one is required) or import/export declaration;
- (b) follow the attached guideline, which sets out (with examples) the level of details normally required; or
- (c) provide the HS code (at least the first 4 digits) if acceptable to your freight forwarder and carrier, and/or the equivalent description.

If you have imported/exported goods by air or by rail since April 2003, there is no need to change the way you report goods descriptions to your air/rail carrier since the EMAN service for air and rail cargoes has been working well. If you have not imported/exported goods by air/rail since April 2003 but may do so in future, please follow the attached guideline in providing goods descriptions.

Last but not least, we wish to emphasize that options (b) and (c) above are only for reporting goods descriptions in a manifest. When applying for a government licence/notification/permit or lodging an import/export declaration, you should continue to provide goods description in greater detail as required for those documents.

Should you have any enquiries on this letter, please write us an email and address it to gets@citb.gov.hk.

Yours faithfully,



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

² which form in turn the basis of the bills of lading and manifests prepared by carriers

Note: This guideline is applicable only to descriptions for goods reported in a cargo manifest. When applying for the relevant government licence/notification/permit and/or lodging the trade declaration, shippers (i.e. importers/exporters) should continue to provide goods description in greater details as what they have been doing for years according to the requirements promulgated by the relevant departments.

**Extract of
How to Submit Cargo Manifests by Using Electronic Service
("EMAN Guidebook")**

Guideline for Inputting Goods Description

Goods description (0760)

Goods description should be provided to the details that prohibited articles required to be covered by a licence/ notification/ supporting document can be easily identified from other articles without such a requirement. For this purpose, specific goods description should be provided while generic terms should be avoided as far as possible. Words that carry no description to the goods concerned, say "Consolidated cargo", "General cargo", "Consol", "Articles", "Sample", "STC (Said to Contain)", "FAK (Freight of All Kinds)", "Please see attached", etc. are not acceptable.

Please refer to the following table for some examples of acceptable and unacceptable cases. The examples quoted are for illustrative purpose only, and are by no means exhaustive. In addition, it is important to point out that the yardsticks are bound to be different across economies. A goods description acceptable to the HKSAR Government may not necessarily be accepted by other economies, which may have published their own guidelines and/or FAQ. Please therefore be reminded to make reference to these guidelines and/or FAQ when the same EMAN data need to be submitted to the relevant customs authorities.

Not Acceptable	Acceptable
(Descriptions which do not shed light on the fact that the goods concerned are apparel and/or textiles products)	Apparel Wearing Apparel Ladies' Apparel or Ladies' Clothing Men's Apparel or Men's Clothing Textiles products Fabric Footwear Shoes
(Descriptions which do not shed light on the fact that the goods concerned are rough diamonds)	Jewelry (may include watches) Rough/Unpolished diamond

Not Acceptable	Acceptable
Appliances	Kitchen Appliances Industrial Appliances Heat Pump
Caps	Paper Caps Cotton (or other textiles fibre) Caps PVC Caps
Cereal Grain	Rice/White Rice/Fragrance Rice Wheat
Chemicals, hazardous Chemicals, non-hazardous Refrigerant	Forane 22 Chlorodifluoromethane 1,1,1-Trichloroethane Iodine 125 Caesium 137 Radium Uranium Sodium Cyanide Potassium Cyanide Medicine Pharmaceutical Products Colgan Tablets Pesticides Barium Chloride
Electronic Goods Electronics	Computers Consumer Electronics, Telephones Personal/Household Electronics (e.g. PDAs, VCRs, TVs)
Equipment	Spectrum Analyzer Router Mammography Imaging System Digital Radiography System
Frozen/Chilled Meat	Frozen/Chilled Beef Frozen/Chilled Pork Frozen Fish Fillet Frozen/Chilled Chicken
Label Tag	Cotton (or Other Textiles Fibre) Label PVC Tag
Machinery	Metal Working Machinery Cigarette Making Machinery
Machines	Sewing Machines Printing Machines X-Ray Machines
Parts	Autoparts
Toys	Electronic Toys Plastic Toys