

**How to Submit Cargo Manifests by Using
Electronic Service for Air, Rail, Ocean and River Carriers
(EMAN Guidebook)
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Table of Content

1.	Introduction	1
2.	Role of EMAN Service Providers	1
3.	Coverage of EMAN Service	1
4.	Advantages of Electronic Manifest Submission	2
5.	Service Pledge.....	5
6.	Submission of Cargo Manifest Through EMAN Service	5
6.1	General Descriptions of Business Functions	5
6.2	Modes of Submission	7
6.3	Cargo Manifest Submission.....	7
	Transaction and Function Identification (0070)	8
	Special Statement (0105)	8
	Carrier Information (0130)	9
	Transport Details (0150)	9
	Date of Arrival / Departure (0200).....	9
	Global Remark (0273)	9
	Master Level Information (0280).....	10
	Consignment Information (0390)	10
	Cargo Information (0740).....	11
	Dutiable Commodities Information (0835)	14
	Container Details (0670).....	15
	Forwarder Information (0360)	15
	Licences/Supporting Documents Information (0840)	15
	Terminal Information (0880).....	16
	Stores (0890).....	16
	Stores Details (0910)	16
	Declaration Code (1030).....	17
	House-level Data for the Air Mode.....	18
6.4	Manifest Demand	18
6.5	Outstanding Manifest Advice.....	18
6.6	Detention Notice.....	18
6.7	Release Voucher.....	18
6.8	Government Query	19
6.9	Query Response	19
6.10	Acknowledgement to Detention Notice/Release Voucher	19
6.11	Carrier Information	19
7.	Support for Carriers	20
8.	Contingency Measures	22
9.	Frequently Asked Questions.....	23

1. Introduction

This guidebook serves as a general reference for cargo manifest submission and related documents transaction using the electronic service for submission of cargo manifests (EMAN service) to the Government. It provides guidelines for the completion of key information required by the Government for the processing of electronic cargo manifest and related documents. For full details of legal requirements relating to electronic submission of cargo manifests and related documents, carriers should refer to the Import and Export Ordinance (IEO) (Cap 60), the Dutiable Commodities Ordinance (Cap 109), the Reserved Commodities Ordinance (Cap 296), and their subsidiary legislation under the Laws of Hong Kong.

This guidebook covers general situations only. Every effort has been made to ensure that the information provided herein is correct at the time of publication. For latest information or specific requirements for individual situations, carriers are advised to consult the Customs and Excise Department (C&ED), Census and Statistics Department (C&SD), and Trade and Industry Department (TID).

2. Role of EMAN Service Providers

Brio Electronic Commerce Limited (Brio), Global e-Trading Services Limited (Ge-TS) and Tradelink Electronic Commerce Limited (Tradelink), each under an agreement signed with the Government, are the service providers (SPs) of the EMAN service.

Upon registration as a subscriber to the EMAN service, the SP will provide the necessary assistance to carriers in using the EMAN service which includes training on how to use the end-user software and on-going customer support hotline.

Carriers who are interested in registering for the EMAN service should call Brio at 2111 1288 or Ge-TS at 8109 1820 or Tradelink at 2599 1700 for more information.

3. Coverage of EMAN Service

It is the ultimate objective of the Government to accept electronic submission of cargo manifest (for the air, rail, ocean and river modes of transport) as the only means of submission.

The EMAN service covers electronic transmission of the following messages:

- a) Cargo Manifest (and acknowledgement thereof)
- b) Carrier Information
- c) Manifest Demand
- d) Outstanding Manifest Advice
- e) Government Query

- f) Query Response
- g) Detention Notice (and acknowledgement thereof)
- h) Release Voucher (and acknowledgement thereof)

Carriers can make use of message (a) above for the submission of manifests and amendments thereon. Messages (b) to (h) above are value-added services serving as alternatives to the paper operations.

4. Advantages of Electronic Manifest Submission

Through the end-user software provided by the SPs, carriers can prepare and submit manifests electronically to C&ED, C&SD, and TID. The end-user software validates a manifest prepared by a carrier, adds a digital signature to the manifest, and sends it electronically to the Government in a timely and secure fashion. Carriers may also develop their own system to submit manifests directly to their SPs.

It is the responsibility of the carriers to ensure timely submission of manifest to the Government.

Advantages of electronic manifest submission and major differences between the electronic and paper submission are highlighted as follows:

	Paper submission	Electronic submission
Statement 1 Cargo Manifests (manifests required to be submitted under Section 15 of Cap 60)	Submit to the relevant C&ED office upon demand by means of physical despatch. Incur resources for travelling and storage space for housing of paper manifests.	Submit to C&ED via the electronic connection with SP's system. More secure and expedient transmission, plus savings in travelling and storage space.
Statement 2 Cargo Manifests (manifests required to be submitted under the other provisions of Cap 60 and Cap 296)	Submit to C&SD by means of physical despatch within 14 days (previously 7 days) after shipment arrival / departure. Submit to TID separately by means of physical despatch within 14 days after shipment arrival / departure. Incur resources for travelling and storage space for housing of paper manifests.	Submit to C&SD and TID in one go via the electronic connection with SP's system within 14 days after shipment arrival / departure. More secure and expedient transmission, plus savings in travelling and storage space. Besides, the timeline for manifest submission to C&SD and TID has also been aligned to 14 days, allowing more time for carriers to make

	Paper submission	Electronic submission
		submission.
Cargo Manifest Amendments	The relevant pages of manifests are copied and amended before physical despatch to the government department concerned.	The relevant bill of lading is extracted and amended on the screen, which is much more convenient and easier. When finished, the amendments can be sent to the Government electronically, saving the costs for physical despatch.
Manifest Demands	Receive via fax/mail. There is no guarantee on the quality of transmission, e.g. the contents may be blurred.	Receive via the electronic connection with SP's system. The message is well-structured and clearly displayed.
Outstanding Manifest Advices	Most of the carriers receive paper advices by ordinary post. Some air mode carriers receive advice by telephone calls. The delivery time of ordinary post depends on the service level of the Post Office.	Receive via the electronic connection with SP's system. The message is well-structured and clearly displayed.
Government Queries	Receive enquiry letters or telephone enquiries. It takes considerable time for a letter to reach the carrier. There is no guarantee on accuracy when the query is conveyed by phone.	Receive via the electronic connection with SP's system. The message is well-structured and clearly displayed.
Query Responses	Submit clarification letter to government office by means of physical despatch.	Submit to the Government via the electronic connection with SP's system. The process is speedier and more cost-effective.
Detention Notices	Receive via fax/mail. There is no guarantee on the quality of transmission, e.g. the contents may be blurred.	Receive via the electronic connection with SP's system. The message is well-structured and correctly displayed.
Release Vouchers	Receive via fax/mail. There is no guarantee on the	Receive via the electronic connection with SP's system.

	Paper submission	Electronic submission
	quality of transmission, e.g. the contents may be blurred.	The message is well-structured and correctly displayed.
Paper Licences / Supporting Documents	Submit together with the manifest.	Paper licences / supporting documents are submitted to TID under a covering letter quoting the unique reference of the electronic manifest for the shipment. For cargoes covered by licences/ supporting documents, irrespective of whether the documents are in paper form or electronic form, the reference number(s) of the licence / supporting document should be provided in the manifest under the corresponding goods item.
Import and Export Statements (under Section 22 of Cap 109)	Submit to the Office of Dutiable Commodities Administration, C&ED by means of physical despatch. It requires extra effort to prepare separately paper import and export statements.	If the particulars in relation to the goods as required to be contained in the import and export statements, such as Dutiable Commodities Type, Dutiable Commodities Permit No. and Stores, where applicable, are contained in the Statement 2 Cargo Manifests submitted to C&ED via the electronic connection with SP's system in the prescribed itemized manner, carriers can opt to make use of the manifests as the import and export statement. Costs for separate preparation and travelling can be avoided.
Operating Hours	Submission of Statement 2 Cargo Manifest to C&SD and TID is confined to normal office hours.	Submission can be made 24 hours a day, 7 days a week.

5. Service Pledge

The computer systems of the SPs operate 24 hours a day, 7 days a week except during quarterly system maintenance period.

All EMAN messages received by the SPs will be checked to ensure that the information contained in the messages meets Government's basic requirements. The SPs will then route the validated messages to the Government. For every manifest which has successfully passed the predefined validation rules, an acknowledgement message would be returned to the carrier. For messages which cannot pass the validations, an error message will be sent to carriers. Carriers are required to make necessary changes and submit the messages again.

The three SPs have pledged to complete processing 95% of Statement 1 manifest within 15 minutes and 95% of Statement 2 manifest within an hour.

The EMAN service provided by the SPs will be temporarily suspended for a few hours every quarter to facilitate the carrying out of regular system maintenance. SPs will inform their customers of the exact date and time of the system maintenance one month in advance.

6. Submission of Cargo Manifest Through EMAN Service

6.1 General Descriptions of Business Functions

The EMAN service is only applicable to the air, rail, ocean and river modes of transport. According to the IEO (Cap 60), cargo imported into or exported out of Hong Kong in every vessel, aircraft or train should be recorded in a document named manifest containing the particulars prescribed in the Import and Export Manifests Notice (Cap 60C) by the Commissioner of C&E.

To facilitate cargo clearance, a carrier shall, on entering or leaving Hong Kong, furnish to C&ED a manifest made on demand under Section 15 of the IEO (Cap 60). Under the EMAN service, the request made by C&ED is known as "Manifest Demand" and the manifest so submitted for cargo clearance purpose is known as "Statement 1 Cargo Manifest".

Under Sections 20A and 20B of the IEO (Cap 60), C&ED may issue a notice ("Detention Notice") to a carrier to detain an inbound consignment for the purpose of obtaining consignee's identity or for cargo examination. Where necessary, the notice will be copied to the terminal operator concerned. When the action is completed, under the same provisions of the IEO (Cap 60), the carrier and the terminal operator will be informed of the permission to remove the detained consignment ("Release Voucher").

Within 14 days after shipment arrival or departure, one complete set of manifest should be submitted to C&ED (C&SD has been authorized by C&ED to collect the manifest on its behalf) for compilation of cargo statistics, and another copy or extract to TID for trade control purpose. The above are statutory requirements under Regulations 11 and 12 of the Import and Export (Registration) Regulations (Cap 60E), Sections 8, 9 and 11 of the IEO (Cap 60), Regulations 6DAC and 6DAE of the Import and Export (General) Regulations (Cap 60A), Regulations 6B, 6BB, 6BD and 6BF in the Eighth Schedule of the Import and Export (General) Regulations (Cap 60A), and Regulations 5, 6 and 8 of the Reserved Commodities (Control of Imports, Exports and Reserve Stocks) Regulations (Cap 296A). This is known as “Statement 2 Cargo Manifest” under the EMAN service.

In accordance with Section 22(7) of the Dutiable Commodities Ordinance (Cap 109), if the Statement 2 Cargo Manifest contains the particulars in relation to the goods as required to be contained in an import / export statement in the prescribed itemized manner, such as Dutiable Commodities Type, Dutiable Commodities Permit No. and Stores, where applicable; or in accordance with Section 22(9) of the same Ordinance, where a statement that no goods to which this Ordinance applies were carried in the ship or aircraft, the carriers can opt to make use of the manifest as an import / export statement.

Government will check and identify any non-lodgment of manifest, and issue reminders to carriers on the outstanding manifests (“Outstanding Manifest Advice”).

During the processing of cargo manifests, C&ED, C&SD and TID may need to seek clarification or additional information/ supporting documents from the carrier (“Government Query”). The carrier can then respond by replying to the query (“Query Response”) or submitting a full manifest with the relevant data amended or submitting the required supporting documents in accordance with the department’s instruction given in the query. Carriers may also submit amended manifest to the departments on their own initiative.

As mentioned above, the government system will send government-initiated messages, like Outstanding Manifest Advice or Manifest Demand, to carrier’s account registered with the Service Provider. For carriers with multiple accounts under the same business registration number, carriers should inform the Government of the default account for receiving government-initiated messages prior to using the EMAN service. Carriers should also inform the Government as soon as possible of any changes on the information of their default account. Otherwise, delay in receiving the government-initiated messages might affect both the Government’s and carriers’ daily operation.

6.2 Modes of Submission

Carriers who wish to submit manifests electronically from their office direct may choose to do so using one of the following submission modes:

- Direct data entry through the end-user software provided by the SPs;
- Import of manifest data generated by carrier's computer system into the end-user software provided by the SPs; and
- Direct electronic data submission from carrier's computer system to the SP's system.

Alternatively, carriers may opt to approach service centres set up by the SPs and/or their partners providing services to convert paper manifests into electronic submissions (also known as the Electronic Trading Access Service (ETAS)). A list of these service centres is in Appendix 1. Carriers can contact the SPs for more details.

Some of the particulars to be filled in and requirements for completing cargo manifest and related documents in the paper scenario are different from those under the EMAN scenario. The following is a list of information fields/procedures in furnishing the electronic messages, which require carriers' attention.

6.3 Cargo Manifest Submission

Carrier Information

Carriers have to submit Carrier Information message at the time of EMAN software installation. They can take the initiative to submit Carrier Information message to update Government of their company information, agent information, Service Provider information and other contact details for Government reference.

Cargo manifest for Customs Clearance Purpose (Statement 1)

(Applicable to ocean, river and rail modes)

Upon receiving a Manifest Demand from C&ED, carriers shall prepare the arrival or departure cargo manifest as appropriate, and send it forthwith to C&ED via the EMAN service.

Post-Arrival/Departure Cargo Manifest (Statement 2)

Within 14 days after shipment arrival or departure, carriers are responsible for submitting a fresh cargo manifest to C&SD (authorized by C&ED to collect the manifest on its behalf) for cargo statistics compilation and to TID for trade control purpose. A single submission is enough as the three departments can retrieve the manifest information through the government EMAN system.

Carriers can also make use of this manifest message to furnish all the particulars in relation to the goods as required to be contained in an import / export statement in the prescribed itemized manner, such as Dutiable Commodities Type, Dutiable Commodities Permit No. and Stores, where applicable, as an alternative to the furnishing of a paper import / export statement required under Section 22 of Dutiable Commodities Ordinance (Cap 109).

Manifest Amendment

Due to various reasons, such as change in commercial orders, change in shipment schedule or shipment quantity and value, amendment may be required to the submitted manifest from time to time.

Whenever amendment on the submitted manifest is necessary, carriers can take the initiative to resubmit an amended manifest with accurate amendment indicators for the master, consignment and cargo levels in the form of full manifest to their SPs, prior to the receipt of query from the Government. After validation, the validated manifest will be forwarded to the Government.

The data items required in a manifest should be in accordance with those set out in the Import and Export Manifests Notice (Cap 60C) as read with the prevailing version of Implementation Instructions published by the Government. The logical structure of all the data items is presented in Appendix 2.

Detailed descriptions of some of the frequently-used data items are provided in the ensuing sections.

Transaction and Function Identification (0070)

Special Statement (0105)

Carriers should indicate the purpose of submission by entering “1” or “2” in this data field. Textual descriptions of these statements are:

Statement 1 - This manifest does not contain all the particulars prescribed under Section 17 of the Import and Export Ordinance (Cap 60). It is to be submitted to Customs and Excise Department solely for the purpose of Section 15 of the Import and Export Ordinance. I understand that submissions of the manifest containing full particulars are required under Regulations 11 and 12 of the Import and Export (Registration) Regulations, Sections 8, 9 and 11 of the Import and Export Ordinance, Regulations 6DAC and 6DAE of the Import and Export (General) Regulations, Regulations 6B and 6BB in the Eighth Schedule of the Import and Export (General) Regulations, and Regulations 5, 6 and 8 of the Reserved Commodities (Control of Imports, Exports and Reserve Stocks) Regulations. Submissions in compliance of these provisions will be made separately in due course.

Statement 2 – This manifest is to be submitted, whichever is applicable and appropriate, to Customs and Excise Department, Census and Statistics Department and Trade and Industry Department required under Section 15 of the Import and Export Ordinance, Regulations 11 and 12 of the Import and Export (Registration) Regulations, Sections 8, 9 and 11 of the Import and Export Ordinance, Regulations 6DAC and 6DAE of the Import and Export (General) Regulations, Regulations 6B and 6BB in the Eighth Schedule of the Import and Export (General) Regulations, and Regulations 5, 6 and 8 of the Reserved Commodities (Control of Imports, Exports and Reserve Stocks) Regulations.

Carrier Information (0130)

Carriers are required to provide information such as carrier business registration number, carrier name, carrier address, etc.

Carrier ID (0135)

If this is a business registration number, the format should be a valid format, e.g. 12345678-000.

Transport Details (0150)

Carriers are required to provide transport details such as vessel name, inbound/outbound indicator, port codes, and transport mode. Air carriers are required to use IATA port codes while carriers of water mode and rail mode are required to report ISO port codes.

Date of Arrival / Departure (0200)

For Statement 2 Cargo Manifest, the date should refer to the actual date of arrival/departure of the vessel, aircraft or train carrying the reported consignments, but not the expected arrival/departure date.

Global Remark (0273)

Empty Wagon Number (0277)

It is an optional field for rail mode carriers to notify whether there is empty wagon(s) in the voyage. Simply put in the wagon nos. for those empty wagons. Upon receipt of the empty wagon information, no query on outstanding wagons will be sent from the Government.

Master Level Information (0280)

Consolidation Indicator (0295)

It is an optional field for carriers to notify whether the consignment is a direct shipment or a consolidated shipment. If the shipment is forwarded by a cargo forwarder/consolidator, put "Y" (representing "Yes") and give the House B/L or HAWB in the manifest.

Traffic (0350)

It is an optional field for ocean and river carriers to describe the transportation manner of the cargoes from the consignor to the consignee. Typical examples are Container Yard (CY) to CY, CY to Container Freight Station (CFS), door to door. The information helps C&ED in determining the follow-up action to be taken on such cargoes.

Consignment Information (0390)

Consignee Name (0480)

It is a conditional field to be used for providing the **name** of actual consignee where a consignment is consigned under an "Order Bill of Lading". The information helps Government in identifying the actual owner of a consignment.

Consignee Address (0490)

It is a conditional field to be used for providing the **address** of actual consignee where a consignment is consigned under an "Order Bill of Lading". The information helps Government in identifying the actual owner of a consignment.

Notifying Party Information (0530 to 0554)

These are optional fields to be used for providing the contact information of the notifying parties where a consignment is consigned under an "Order Bill of Lading". The information helps Government in the follow-up action on outstanding import/export declarations.

Receipt Port/Place (0617)

The port/place, not the country/territory, at which the goods were taken over for carriage prior to their main transport. Reference should be made to the code list in Appendix 3.

Loading Port/Place (0590)

The port/place, not the country/territory, at which the goods were loaded onto the means of transport used for the carriage of the goods. Reference should be made to the code list in Appendix 3.

Discharge Port/Place (0600)

The port/place, not the country/territory, at which the goods were unloaded from the means of transport used for the carriage of the goods. Reference should be made to the code list in Appendix 3.

Destination Port/Place (0610)

The port/place, not the country/territory, at which the goods were destined for. Reference should be made to the code list in Appendix 3.

CY/CFS Indicator (0625)

It is an optional field to be used by ocean and river carriers.

Godown (0639) / Storage Premise (0646)

It is an optional field for inputting the name of the godown or the storage premise for cargo being imported or exported. Carriers should as far as practicable furnish this piece of information to facilitate C&ED in the issuance of detention notice if necessary.

Cargo Handling Location (0655)

The cargo handling location is the location within the boundary of Hong Kong, at which the cargo is loaded onto the vessel for outbound shipment or discharged from the vessel for inbound shipment. For empty container, the container loading or discharging location is required. For prohibited article in transit, use code "PAIT".

Cargo Information (0740)

The following cargo information should be provided in an itemized manner:

Goods description (0760)

Goods description should be provided to the details that prohibited articles required to be covered by a licence/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
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

Not Acceptable	Acceptable
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

Ocean carriers may report goods description using one of the following approaches -

- Basic approach: carriers to report what shippers/forwarders have reported/ will report in a government licence/ permit or import/export declaration in respect of the cargoes shipped; and for cargoes not covered by such documents, carriers to provide the goods descriptions by making reference to the examples quoted in the above table;
- Mapping approach: carriers to provide HS-6 or HS-4 equivalent descriptions if Harmonized System (HS) codes have been captured for the cargoes shipped. If only HS codes are provided, the EMAN service providers are prepared to provide technical support/advice for the mapping when needed; or
- Truncated approach: carriers to provide the first 350 characters kept in their systems for the cargoes shipped as a way of passing on the information provided by shippers/forwarders.

Carriers who choose to report goods description using the truncated approach would stand a higher chance of receiving Government Queries, as compared to the other two approaches, especially if the cargo details so provided under the truncated approach do not contain adequate information for the government departments concerned to carry out their statutory functions of cargo clearance, compilation of cargo statistics and trade control. For the avoidance of doubt, it should be noted that carriers should use the truncated approach only when a carrier's system uses more than 350 characters to describe a cargo and that carriers should provide the first 350 characters for their cargoes shipped *on a per cargo item basis*. The Government cannot accept the reporting of the first 350 characters for an entire consignment or multiple consignments covering a large number of different cargoes, as this way of submitting cargo details does not meet the requirements set out in the Import and Export Manifests Notice (Cap 60C).

If several containers are used for carrying the same cargo item under a particular bill of lading, carriers should enter the information of the containers under the same cargo item instead of reporting the container information under several cargo items.

Dutiable Commodities Type (0765)

For those carriers who would like to make use of Statement 2 cargo manifests to furnish import and export statements, they must enter an appropriate dutiable commodities type for every cargo item. If the cargoes are goods to which the Dutiable Commodities Ordinance (Cap 109) applies, apart from the dutiable commodities type, carriers are also required to report Dutiable Commodities Permit No., if any, under the entity Dutiable Commodities Information (0835). If the cargoes are not goods to which the Dutiable Commodities Ordinance (Cap 109) applies, carriers must report "N" which stands for "Non-dutiable Commodities" under this field. If the above dutiable commodities type is not properly given, the manifest message will be rejected by the system.

Marks / No. (s) (0770)

This is a text field for carriers to describe shipping marks. The information must be provided for cargo in package and should be provided, where applicable, for cargo in bulk. If there are no shipping marks, "no marks" should be provided.

Gross weight (0795)

This refers to the weight of cargo inclusive of packing, but exclusive of ISO (International Organization for Standardization) containers or other containers for moving the goods. If several containers are used for carrying the same cargo item under a particular bill of lading, carriers should enter the total gross weight of the cargo in the containers instead of reporting gross weight of the cargo separately in each container.

Please enter the appropriate code for each cargo item under Weight Unit (0740) as follows:

- "GRM" for gram
- "KGM" for kilogram
- "TNE" for tonne

Dutiable Commodities Information (0835)

For those carriers who would like to make use of Statement 2 cargo manifests to furnish import and export statements, they should enter the relevant dutiable commodities information.

Dutiable Commodities Permit No. (0838)

If the cargo reported in the manifest is covered by a Dutiable Commodities Permit, carriers should input the Permit No. here so as to replace paper submission of import and export statement.

Container Details (0670)

Seal Number (0710)

It is the number of a customs seal or another seal affixed to the containers or other transport unit.

Refrigerator Indicator (0732)

It is a mandatory field to report whether the container is refrigerated.

Container Type (0690)

It is an optional field for inputting the size of the containers in which the goods were conveyed. Carriers should as far as practicable furnish this piece of information.

Forwarder Information (0360)

Forwarder Name (0365)

It is a field for filling in name of freight forwarder. It is only required for consolidated shipment.

Forwarder Address (0375)

It is a field for entering freight forwarder address. It is only required for consolidated shipment.

Licences/Supporting Documents Information (0840)

Licences / supporting documents reference numbers covering the cargo, if applicable, must be provided under this entity. Please refer to Appendix 4 for formats of reference numbers for various supporting document types. Carriers shall leave blank the field or enter "Nil" or "N.A." or "." if the cargo is not covered by any licence / supporting documents reference numbers covering the cargo.

Licence/ Supporting Document Reference No. (0860)

In entering data for this field, carriers should follow the sample format of the corresponding supporting document type as set out in Appendix 4. Only the licence /supporting document number is required to be provided under the corresponding goods item in the manifest. The licence / scheme type (e.g. Form 3) or words denoting the nature of the supporting document (e.g. "E/L" to denote export licence) are NOT required.

- If the cargo is covered by import/export licences, then the licence numbers should be provided.
- If the cargo is covered by the Transshipment Cargo Exemption Scheme (TCES), then the TCES registration number should be provided.

- If the cargo is covered by the Air Transshipment Cargo Exemption Scheme for Strategic Commodities (SCTREX), then the SCTREX registration number should be provided.
- If the cargo is NOT covered by any licence / supporting document, the field should be left blank or entered with “Nil” or “N.A.” or “.”.

Paper licences / supporting documents are submitted separately to TID. The following is the required procedure:

If the cargo reported in the manifest is covered by paper licences / supporting documents, the paper licences / supporting documents should be returned to the Manifest Checking Unit of the TID under a covering letter quoting identifiers such as the Unique Manifest Reference No. (Please see Appendix 5a for a sample of the covering letter.)

Please deliver the paper licences / supporting documents to:

Room 1604, 16/F,
Trade and Industry Tower,
3 Concorde Road, Kowloon City, Hong Kong

In case the licences / supporting documents have already been delivered to TID under another manifest (e.g. for cases of part-shipment), carriers are advised to provide TID with a covering letter quoting the other Unique Manifest Reference no. Please refer to Appendix 5b for a sample of the completed covering letter for such cases.

Terminal Information (0880)

This is an optional entity for ocean carriers to furnish particulars of the container terminal where their cargoes are handled. Provision of this information would facilitate C&ED in cargo clearance.

Stores (0890)

It is for reporting the class of dutiable commodity codes (0900) for ships' or aircraft stores. Code values include: “H” – Hydrocarbon oil, “L” – Liquor, “T” – Tobacco, and “M” – Methyl alcohol.

Stores Details (0910)

Goods Status (0943)

It is a field to distinguish whether the ship stores are provisions loaded in HK or not. For ship stores loaded in HK under ship stores permits, the value should be “E”. Otherwise, a value “S” should be entered.

Ship Stores Permit No. (0945)

It is a field for Ship Stores Permit No. It is only required when the ship stores are loaded in HK.

Descriptions of Stores (0946)

When the ship stores are loaded in HK, the value of this field should be identical to the descriptions appearing on the relevant Ship Stores Permit.

Declaration Code (1030)

Carrier may choose appropriate codes to specify whether the manifest is used to fulfill legal requirement on submission of import and export statement; whether the submission is a manifest extracted for Section 8, 9 and 11 of the IEO (Cap 60), and / or Regulations 6DAC and 6DAE of the Import and Export (General) Regulations (Cap 60A), and / or Regulations 6B, 6BB, 6BD and 6BF in the Eighth Schedule of the Import and Export (General) Regulations (Cap 60A), and / or Regulations 5, 6 and 8 of the Reserved Commodities (Control of Imports, Exports and Reserve Stock) Regulations (Cap 296A), or manifest of all cargo information for Section 15 of the IEO (Cap 60) and / or Regulations 11 and 12 of the Import and Export (Registration) Regulations (Cap 60E).

Code

- 001 I hereby certify that the information in this manifest is true and correct to the best of my knowledge.
- 002 I hereby certify that the information in this manifest is true and correct to the best of my knowledge, giving particulars of each article as required in Section 17 of the Import and Export Ordinance (Cap 60). Any licences in paper form whose numbers are quoted in the manifest have been or are being delivered to the Director-General of Trade and Industry. The information required to be furnished in the import / export statement under Section 22 of the Dutiable Commodities Ordinance (Cap 109) has been fully provided in this manifest.
- 003 I hereby certify that the information in this manifest is true and correct to the best of my knowledge, giving particulars of each article as required in Section 17 of the Import and Export Ordinance (Cap 60). Any licences in paper form whose numbers are quoted in the manifest have been or are being delivered to the Director-General of Trade and Industry. The information required to be furnished in the import / export statement under Section 22 of the Dutiable Commodities Ordinance (Cap 109) has NOT been fully provided in this manifest.
- 004 I hereby certify that this is an extract of the manifest in connection with the delivery of licences as required under the Import and Export Ordinance (Cap 60) and the Reserved Commodities Ordinance (Cap 296) and the information provided is true and correct to the best of my knowledge. The licences in paper form whose numbers are quoted in the manifest have been or are being delivered to the Director-General of Trade and Industry.

If goods to which the Dutiable Commodities Ordinance (Cap 109) applies were imported or exported but the carrier cannot report such particulars required to be

contained in an import /export statement in the prescribed itemized manner in the Statement 2 cargo manifest, the requirement of furnishing an import /export statement to C&ED under Section 22(7) of the Dutiable Commodities Ordinance (Cap 109) should not be deemed to have been complied with. In this regard, the Declaration Code (1030) of the manifest must not be “002” and the carrier should submit a paper import / export statement instead. Otherwise the carrier would be considered to have failed to fulfil their statutory duty to submit an import / export statement under the Dutiable Commodities Ordinance (Cap 109).

House-level Data for the Air Mode

Air carriers and their cargo agents are recommended to refer to the guidelines in Appendix 6 for points-to-note related to the provision of house-level data. The guidelines are provided with the compliments of the Carrier Liaison Group (CLG) and the Hongkong Association of Freight Forwarding and Logistics Ltd (HAFFA).

6.4 Manifest Demand

To facilitate cargo clearance, C&ED may request a cargo manifest by issuing manifest demand to carriers. In normal circumstances, the message is accompanied with a detention notice (normally termed as Form 1) for detaining all cargoes imported by a conveyance. Upon receiving the message, carriers should, as soon as possible, submit a Statement 1 cargo manifest to C&ED for processing in order not to delay cargo delivery. For easy reference by carriers, contents of the whole manifest demand are reproduced in the data item “Header Note” (0110) of the message concerned, a sample of which is shown in Appendix 7.

6.5 Outstanding Manifest Advice

This message is sent by the Government under Regulation 11 and 12 of Cap 60E to follow up on outstanding manifests with carriers. Upon receiving the message, carriers should, as soon as possible, submit a Statement 2 cargo manifest to the Government. Carriers should also quote the Outstanding Manifest Advice Reference Number in the manifest accordingly.

6.6 Detention Notice

The message is issued by C&ED under the IEO (Cap 60) to detain the selected inbound cargoes for further action. Since it is an offence in law should the selected cargoes be released or removed without proper authorization from C&ED, carriers/terminal operators/responsible person of storage depots are reminded to keep safe custody of the cargoes at the place specified in the detention notice. For easy reference by carriers, contents of the whole detention notice are reproduced in the data field “Statement Remark” (0376) of the message concerned, samples of which are shown in Appendix 8.

6.7 Release Voucher

This message is issued by C&ED under the IEO (Cap 60) to carriers/terminal operators/responsible person of storage depots to release or remove the detained cargo from the storage place specified in the detention notice. When further action on any detained cargoes is not necessary, or it is more convenient for secondary action be taken on the cargoes at other places, C&ED would issue Release Vouchers to the carriers concerned to release the cargoes unconditionally or to permit the removal of such cargoes. For easy reference by carriers, contents of the whole release voucher are reproduced in the data field "Statement Remark" (0376) of the message concerned, a sample of which is shown in Appendix 9.

6.8 Government Query

There are manifest checking processes in C&ED, C&SD and TID. Government Query will be issued to carriers if the manifest contains incorrect or inconsistent consignment information, such as prohibited articles shipped without licences, quantity stated in the manifest exceeds quantity stated in the corresponding licence (i.e. overshipment) or inadequate consignment particulars on the manifest.

6.9 Query Response

Upon receiving the messages Manifest Demand or Outstanding Manifest Advice, carriers are required to send a manifest to the Government, or a Query Response in case of nil cargo or cancelled shipment. On the other hand, when the Government sends Government Query messages to carriers, carriers can reply by Query Response to clarify the inconsistent or unclear information in the manifest. However, for any data amendment in the manifest, carriers should send in a full manifest with the relevant data amended. Carriers are required to follow the instruction in the Government Query message when choosing to respond to a Government Query message with a Query Response or a full manifest.

6.10 Acknowledgement to Detention Notice/Release Voucher

Under the law, a notice (Detention Notice) is deemed to have been duly served when they have been sent by C&ED to a carrier through the EMAN service. To prevent any communication breakdown which may result in cargo release without proper authorization or late delivery of cargo, C&ED expects the carrier to return an acknowledgement within 30 minutes after the issue of Detention Notice and/or Release Voucher.

6.11 Carrier Information

Carriers are required to provide carrier information to Government including carrier name, address, business registration number, telephone number, facsimile number and contact person(s).

Whenever there are changes in the above information, carriers are recommended to notify Government via acceptable electronic means.

Carriers can also make use of the Carrier Information Message to send in the respective agent information. For each of the agents, please indicate whether it is a permanent agent. If not, the start date and end date of its tenure should be specified.

Carrier ID (0210)

If this is a business registration number, the format should be a valid format, e.g. 12345678-000.

7. Support for Carriers

Enquiries relating to the use of, and operational cum technical support for the EMAN service should be directed to the service providers; while enquiries regarding Government EMAN implementations should be made to C&ED, C&SD and TID.

The relevant enquiry numbers/email addresses are as follows:

Customs and Excise Department	Tel No.: 3108-3560 emanenquiry@customs.gov.hk From 8:45 am to 12:30 pm & 1:30 pm to 6:20 pm on weekdays
Census and Statistics Department	Tel No.: 2877-1818 emanenquiry@censtatd.gov.hk From 8:45 am to 6:00 pm on weekdays
Trade and Industry Department	Tel No.: 2398-5565 enquiry@tid.gov.hk From 8:45 am to 12:30 pm & 1:30 pm to 5:45 pm on weekdays
Brio Electronic Commerce Limited - EMAN customer service hotline	Tel No.: 3590-4163 24 hours a day, 7 days a week
Global e-Trading Services Ltd - EMAN customer service hotline	Tel No.: 8201-0082 From 7:00 am to 11:00 pm daily
Tradelink Electronic Commerce Ltd - EMAN customer service hotline	Tel No.: 2917-8866

From 7:00 am to 11:00 pm daily

8. Contingency Measures

Contingency measures are in place for the following circumstances to ensure that carriers will be able to continue with their normal business operations in the rare case of computer breakdown:

- a) Failure of the carrier's computer system
- b) Failure of the carrier's Internet account
- c) Failure of SPs' computer systems
- d) Failure of Government's computer system

- a) Failure of the carrier's computer system

The carrier can install the end-user software on another computer. For further problem, carriers can call SPs' hotlines. For Statement 2 submission that is near the submission deadline, carriers can submit manifest through the service centres (or ETAS centres) to convert paper manifests into electronic submissions.

- b) Failure of carrier's Internet account

Carriers can switch to another Internet Service Provider (ISP) to resume their Internet access. However, in the case of an emergency, individual SP may offer a temporary ISP account for its customers.

- c) Failure of SPs' computer systems

Both SPs have built into their systems a disaster recovery mechanism which will enable their EMAN service to resume normal operation within 4 hours.

- d) Failure of the Government computer system

Government has also built into its system a disaster recovery mechanism which will enable the EMAN service to resume normal operation within 4 hours.

When there is a prolonged system breakdown, Commissioner of C&E, in consultation with C&SD and TID, will announce accepting manifest submission required under different provisions in the law in paper form.

9. Frequently Asked Questions

1. What is the submission deadline for the manifests to C&SD?

The submission deadline has been extended from within 7 days to within 14 days after arrival to or departure from Hong Kong. This allows more time for carriers to prepare their manifests.

2. Should all cargo be covered in the manifest?

The IEO (Cap 60) stipulates that all cargo which is brought into or taken out of Hong Kong should be recorded in a manifest. The manifest should give particulars of each article as specified in the manifest notice prescribed by the Commissioner of C&E under Section 17 of Cap 60 as read with the Import and Export Manifests Notice (Cap 60C).

3. Should carrier submit consolidated shipment details?

Consolidated shipment details constitutes the information legally required on the manifest. Carrier should obtain the information from the forwarders and record them into the manifest.

4. Does a carrier need to return the paper licences / supporting documents to the TID in the scenario of electronic manifest? If yes, what are the procedures?

If the cargoes reported in the manifest are covered by paper licences / supporting documents, the carrier should deliver the paper licences / supporting documents to the TID under a covering letter quoting specified identifier information such as Manifest Reference No. A sample of the covering letter is at Appendix 5a and it can also be obtained from TID. Please refer to the section on "Licence / supporting document information (0840)" of this guidebook for further information.

5. Does a carrier need to indicate the licence / supporting document reference numbers in the electronic manifest?

If the cargoes reported in the manifest are covered by licences / supporting documents, irrespective of whether the documents are in paper form or electronic form, the reference number(s) of the licence / supporting document should be provided in the manifest under the corresponding goods item. Otherwise, Government Query messages will be issued to the carrier.

6. When a carrier has submitted a Statement 1 manifest, does it need to submit the Statement 2 manifest again within 14 days of shipment?

The three departments are receiving manifests for different purposes under different provisions of the law. The Statement 1 manifest is solely for C&ED to process inbound or outbound cargoes. However, if a carrier at the time when making electronic submission of Statement 1 manifest is satisfied that the information contained in the manifest is in full compliance with the cargo particulars prescribed in Cap 60C, it may opt to submit the manifest also as a Statement 2 manifest to discharge its obligation to submit again within 14 days of shipment.

7. How can a carrier inform the departments about nil cargo on board its conveyance or the shipment is cancelled?

If electronic means is chosen, this is to be done via the Query Response message. Because of system constraint, carriers cannot take the initiative to send the information to the departments. They have to wait until a Manifest Demand or Outstanding Manifest Advice has been received. Alternatively, carriers can continue the existing practice to send paper notice to Government departments to advise them of the nil cargo/cancelled shipment situation.

The above arrangement is not applicable to cases where there are empty containers on board an ocean/river vessel. Please see the next question for details.

8. Is it necessary for carriers to submit manifests for vessels with empty containers?

Yes, carriers are required to submit manifests for vessels carrying empty containers (including nil cargo cases). Information on empty containers has all along been collected through manifests for the purposes of cargo clearance and compilation of container statistics.

9. If carrier's system is broken down but it needs to submit a Statement 1 manifest to C&ED, can it be done in paper mode?

As stipulated in S.15 of the IEO (Cap 60), carriers can submit paper or electronic manifest to C&ED for cargo clearance purpose. Since C&ED has to manually process any paper manifests received, a longer time is expected before carriers can be informed of any action to be taken on their cargoes.

10. Would C&ED accept paper documents although the request is made by electronic means?

Yes. Apart from paper Statement 1 manifest, C&ED would accept other paper documents. For instance, carriers can send in an acknowledgement to detention notice or release voucher by fax. However, carriers should be aware of the lead time required for processing paper documents manually.

11. Are there any separate charges for submitting Statement 1 and Statement 2 manifests of the same conveyance?

Only the first submission of a voyage for each carrier will be charged. For example, if a carrier submits a Statement 1 manifest and has already paid a service charge, the carrier will not be charged again for the subsequent lodgement of a Statement 2 manifest submitted for the same voyage.

12. If a carrier has amended a manifest several times, does the carrier have to pay for each amendment submission?

Only first manifest submission will be charged. The subsequent manifest amendments and correspondence such as Acknowledgement to Detention Notice/Release Voucher, Query Response will not be charged.

13. If a carrier makes use of the cargo manifest message to furnish import / export statement, what is the information required?

Basically, the information required is the same as that required in paper mode submission. An import / export statement comprises information on goods to which the Dutiable Commodities Ordinance (Cap 109) applies. The carrier must enter an appropriate dutiable commodities type for every cargo item. Otherwise, the manifest message will be rejected by the system. For non-dutiable cargoes, an "N" must be inputted to the Dutiable Commodities Type (0765) field. For dutiable cargoes, the relevant fields are:

- Dutiable Commodities Type (0765)
- Dutiable Commodities Item No. (0836)
- Dutiable Commodities Permit No. (0838)
- Licence / Supporting Document Reference No. (0860), e.g. for imported goods covered by "Receipt for Duty / Import Licence Fee / Penalty on Dutiable Commodities" issued by C&ED, "Application for Duty Exemption (For Consul use only)" submitted to C&ED, etc.
- Last Port of Call (0240) / Country (0246) or Next Port or Call (0250) / Country (0265), as appropriate

As to ships' or aircraft stores, the related fields are:

- Commodity Class Code (0900)
- Stores Item No. (0915)
- Commodity Type Code (0920)
- Quantity (0930)
- Quantity Unit (0940)
- Goods Status (0943)
- Ship Stores Permit No. (0945)
- Descriptions of Stores (0946)

For ships and aircraft carrying no stores, carriers should enter a zero value for the quantity of each and every commodity type code under individual commodity class codes.

14. Could a carrier furnish paper import and export statement instead of providing the information in a manifest?

Yes, carriers are free to choose the mode for furnishing the information. Incorporating the relevant data fields in the electronic cargo manifest message is to provide an additional choice for them so as to save their travelling time in paper submission of import and export statement to the Office of Dutiable Commodities Administration, C&ED.

If, however, carriers cannot report information on dutiable commodities in the prescribed itemized manner in the electronic manifest, they should continue to submit import and export statement in paper form to the Office of Dutiable Commodities Administration, C&ED.

15. Could a carrier make use of Statement 1 Cargo Manifest to furnish import and export statement?

No, Statement 1 Cargo Manifest is solely for cargo clearance purpose. However, if a carrier at the time when making electronic submission of a Statement 1 manifest is satisfied that the information contained in the manifest is in full compliance with the cargo particulars prescribed in Cap 60C and the manifest contains all information required in the import and export statement, it may opt to submit the manifest also as a Statement 2 manifest to fulfill the import and export statement requirement.

16. How to define "River" mode of transport?

The mode "River" refers to transport by vessels in waters in the vicinity of Hong Kong, the Pearl River and other inland waterways in Guangdong Province and Guangxi Autonomous Region which are accessible from waters in the vicinity of Hong Kong. Please refer to Appendix 10 for details related to boundaries of waters in the vicinity of Hong Kong and major ports within the river trade limits.

17. The EMAN system requires an ocean/river carrier to provide both Vessel Name and Call Sign in a manifest. What can the carrier do if it has only the Vessel Name but not the Call Sign?

The carrier is suggested to enter a dummy string, i.e., "xxxxx", under Call Sign while providing the Vessel Name in the manifest.

18. Can an ocean/river carrier provide Vessel ID as an alternative to Vessel Name and Call Sign?

Yes, the EMAN system accepts Vessel ID as an alternative if the carrier has difficulties providing both Vessel Name and Call Sign. It is the responsibility of the carrier concerned to make sure the Vessel ID is provided using –

- for an ocean vessel, the IMO number assigned by the International Maritime Organization; or

- for a river vessel, the MD Reference Number assigned by the Marine Department.

Notwithstanding this, since Vessel Name remains the preference of government departments, they may ask for information on Vessel Name by way of a Government Query if only Vessel ID is provided. Ocean/River carriers should therefore provide Vessel Name and Call Sign in the manifest as far as practicable.

19. After the lodging of a Cargo Manifest covering a particular shipment through a service provider, does the carrier have to respond to Outstanding Manifest Advice / Government Query and submit Manifest Amendment related to that Cargo Manifest through the same service provider?

Yes, the carrier has to complete all subsequent message exchanges related to that Cargo Manifest using the services of the same service provider. Other than the service charge payable to the service provider at the time of lodging the Cargo Manifest, the carrier needs not pay any extra charges for subsequent message exchanges under the same Cargo Manifest.

20. Could the electronic manifest declared with Declaration Code "004" be regarded as a full manifest?

No, Declaration Code "004" indicates that the submitted document is an extract of manifest in connection with the delivery of licences as required under the Import and Export Ordinance (Cap 60) and the Reserved Commodities Ordinance (Cap 296) submitting to the Director-General of Trade and Industry only. The carrier is still required to submit a full manifest to the Commissioner for Customs and Excise as required under the Import and Export (Registration) Regulations (Cap 60E). If the document concerned has already been a full manifest intended to be submitted to both the Commissioner for Customs and Excise and the Director-General of Trade and Industry, the correct Declaration Code should either be –

- "002", if the information required to be furnished in the import / export statement under Section 22 of the Dutiable Commodities Ordinance (Cap 109) has been fully provided in the manifest; or
- "003", if the information required to be furnished in the import / export statement under Section 22 of the Dutiable Commodities Ordinance (Cap 109) has not been fully provided in the manifest.

Please refer to the section on "Declaration Code (1030)" of this guidebook for further information.

21. How to report Receipt Port/Place (0617), Loading Port/Place (0590), Discharge Port/Place (0600) and Destination Port/Place (0610) properly for transshipment cargoes?

One manifest each is required for both the inbound and outbound legs of a transshipment, and the corresponding Transshipment Indicator (0650) should both be reported “Y”. The following is an example showing the reporting of ports/places on the two manifests for a transshipment from mainland China (received in Shenzhen and loaded in Chiwan) through Hong Kong to Germany (discharged in Hamburg and destined for Bremen) using ocean transport.

In both the inbound and outbound manifests, the Receipt Port/Place (0617) should be the same location at which the goods were taken over for carriage prior to their main transport, which is “Shenzhen” (mainland China) where the factory producing the goods is located.

Similarly, the same Destination Port/Place (0610) should be reported in both the inbound and outbound manifests, which is “Bremen” (Germany) where the goods were destined for.

For Loading Port/Place (0590) and Discharge Port/Place (0600), the reporting manner will be slightly different for the two manifests.

For the inbound manifest, information pertaining to the first leg of shipment (i.e. from mainland China to Hong Kong) should be reported. For example, the Loading Port/Place (0590) should be “Chiwan” (mainland China) at which the goods were loaded onto the vessel, while the Discharge Port/Place (0600) should be “Hong Kong” at which the goods were discharged from that vessel.

For the outbound manifest, information pertaining to the second leg of shipment (i.e. from Hong Kong to Germany) should be reported. The Loading Port/Place (0590) should thus be “Hong Kong” at which the goods were loaded onto the vessel, while the Discharge Port/Place (0600) should be “Hamburg” (Germany) at which the goods were discharged from that vessel.

A summary showing how the ports/places should be reported is given below –

	Inbound manifest (1st leg of shipment from mainland China to Hong Kong)	Outbound manifest (2nd leg of shipment from Hong Kong to Germany)
Receipt Port/Place (0617)	Shenzhen	Shenzhen
Loading Port/Place (0590)	Chiwan	Hong Kong
Discharge Port/Place (0600)	Hong Kong	Hamburg

	Inbound manifest (1st leg of shipment from mainland China to Hong Kong)	Outbound manifest (2nd leg of shipment from Hong Kong to Germany)
Destination Port/Place (0610)	Bremen	Bremen

The ports/places discussed above should not be mixed up with the countries/territories to which they belong. Reference should be made to the code list in Appendix 3.

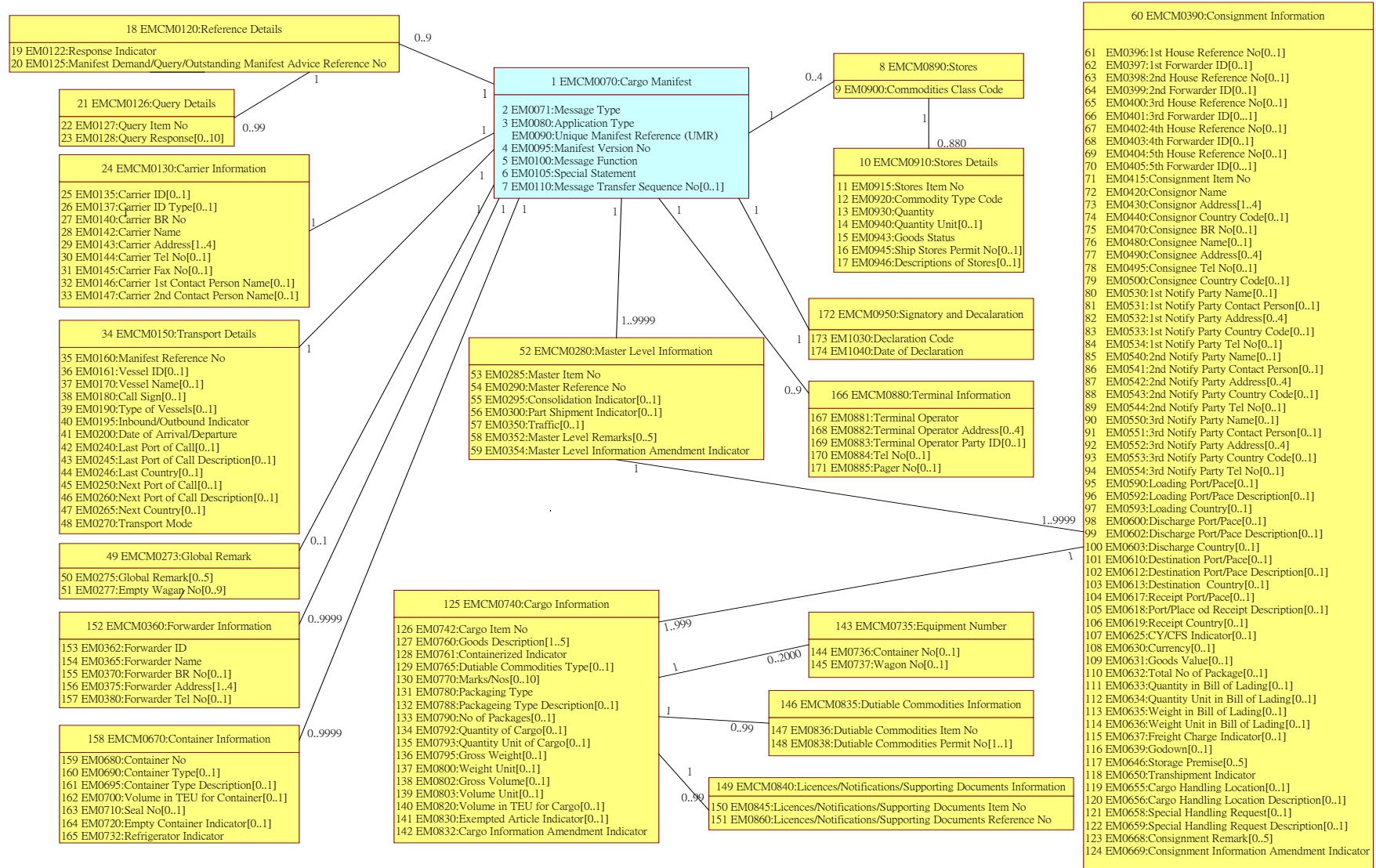
Electronic Trading Access Service (ETAS) -
Service Centre Network

Name	Address	Tel.	Note
Hong Kong Island			
Global e-Trading Services Ltd.	Level 10, Cyberport 2, 100 Cyberport Road, POK FU LAM	8201 0082	2
International Chamber of Commerce - Hong Kong, China	8/F, Flat B, Wah Kit Commercial Centre, 300-302 Des Voeux Road Central, SHEUNG WAN	2543 2668	3
Brio Electronic Commerce Limited	Unit A, 8/F Sing Tao News Corporation Building, 3 Tung Wong Road, SAU KEI WAN	2581 1111	1
The Interact Group Limited	23/F, On Hong Commercial Building, 145 Hennessy Road, WANCHAI	3582 3300	1
Kowloon			
Tradelink Service Centre	Unit 3, 18/F, 168 Sai Yeung Choi Street, MONG KOK	2399 0430	3

Note

1. Please call Brio (2111 1288) or visit its website at www.brio.com.hk for more information.
2. Please call Ge-TS (8201 0082) or visit its website at vip.ge-ts.com.hk for more information.
3. Please call Tradelink (2599 1700) or visit its website at www.tradelink.com.hk for more information.

Logical Structure of Data Items



Port/Place (location) Code

Code Standard : UN/ECE Trade Facilitation Recommendation 16 (Version LO/CODE 2015-1) and customized codes are not yet defined in the ISO code standard and are temporarily allocated.

Download web site : <http://www.unece.org/cefact/locode>

Sort Order : By Code in Ascending Order

Please download from United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) web site.

- The following port/place codes are the customized port/place codes not yet defined in the ISO code standard and are temporarily allocated.

No.	ISO Country Code	ISO Country Description	Port/Place Name	Administrative Region	District	City	Customized Port/Place Code
1	CN	CHINA	BANG BU	ANHUI	N.A.	BANG BU	CNC01
2	CN	CHINA	LECHANG	GUANGDONG	SHAOGUAN	LECHANG	CNK01
3	CN	CHINA	NANXIONG	GUANGDONG	SHAOGUAN	NANXIONG	CNK02
4	CN	CHINA	QUJIANG	GUANGDONG	SHAOGUAN	QUJIANG	CNK03
5	CN	CHINA	Other river ports in Taishan	GUANGDONG	JIANGMEN	TAISHAN	CNK07
6	CN	CHINA	Other ocean ports in Taishan	GUANGDONG	JIANGMEN	TAISHAN	CNK08
7	CN	CHINA	BEICHUAN	GUANGDONG	FOSHAN	NANHAI	CNK11
8	CN	CHINA	Other river ports in Zhuhai	GUANGDONG	ZHUHAI	N.A.	CNK18
9	CN	CHINA	Other ocean ports in Zhuhai	GUANGDONG	ZHUHAI	N.A.	CNK19
10	CN	CHINA	AOTOU	GUANGDONG	HUIZHOU	HUIYANG	CNK21
11	CN	CHINA	Other river ports in Huizhou	GUANGDONG	HUIZHOU	N.A.	CNK22
12	CN	CHINA	Other ocean ports in	GUANGDONG	HUIZHOU	N.A.	CNK23

No.	ISO Country Code	ISO Country Description	Port/Place Name	Administrative Region	District	City	Customized Port/Place Code
			Huizhou				
13	CN	CHINA	YU_NAN	GUANGDONG	YUNFU	YU NAN	CNK27

Format of Licence /Supporting Document Type Number**A. Non-Textiles Goods****1. Import**

Form	Type	Sample Format*
Import Licence (Form 3)	Import of Radioactive Substances and Irradiating Apparatus	3010001
Import Licence (Form 3)	Import of Methyl Bromide under the Import and Export Ordinance	3600001
Import Licence (Form 3)	Import of Non-Textiles from Areas Subject to Trade Sanctions	120001
Import Licence (Form 3)	Import of Rice	130001 / 710001
Import Licence (Form 3)	Import of Pesticides	800921
Import Licence (Form 3)	Import of Frozen, Chilled Meat and Poultry	000001
Import Licence (Form 3)	Import of Pharmaceutical Products and Medicines (PPM)	2100001
Import Licence (Form 3)	Optical Disc Mastering and Replication Equipment	CD3-001 / CD3-1001
Import Licence (Form 3)	Import of Chinese Herbal Medicines and Proprietary Medicines	5100001
Import Licence (Form 3)	Import of Non-Pesticide Hazardous Chemicals	33090001
Kimberley Process Certificate (Import)	Import of Rough Diamond	HK6100001
Import Licence (Ozone Depleting Substances)	Import of HCFCs for Local Consumption	123001
Import Licence (Ozone Depleting Substances)	Import of Methyl Bromide for Local Consumption under the Ozone Layer Protection Ordinance and Import of all Ozone Depleting Substances for Re-export	124001

2. Export

Form	Type	Sample Format*
Export Licence (Form 6)	Export of Methyl Bromide under the Import and Export Ordinance	3818001
Export Licence (Form 6)	Export of Non-Textiles to Areas Subject to Trade Sanctions	121001
Export Licence (Form 6)	Export of Rice	140001 / 740001
Export Licence (Form 6)	Export of Pesticides	900941
Export Licence (Form 6)	Export of Pharmaceutical Products and Medicines (PPM)	1100001
Export Licence (Form 6)	Optical Disc Mastering and Replication Equipment	CD6-101 / CD6-1001
Export Licence (Form 6)	Export of Chinese Herbal Medicines and Proprietary Medicines	3100001
Export Licence (Form 6)	Export of Non-Pesticide Hazardous Chemicals	66090001
Kimberley Process Certificate (Export)	Export of Rough Diamond	HK6200001
Export Licence (Ozone Depleting Substances)	Export of Ozone Depleting Substances	122001
Export Licence (Form 6)	Export of Powdered Formula	PF0000001

3. Transhipment

Form	Type	Sample Format*
Import and Export Licence Form	Import and Export Licence for Transhipment of all Ozone Depletion Substances via Hong Kong	125001
CED 382	Optical Disc Mastering and Replication Equipment Transhipment Notification	CDT-001

Scheme	Sample Format*
Transhipment Cargo Exemption Scheme	TREX-0001
Air Transhipment Cargo Exemption Scheme	SCTREX-000001
Rough Diamond Transhipment Exemption Registration	RDR-0001T

B. Strategic Commodities

Form Type	Type of Licence	Sample Format*
Import Licence (TID 501)	Import Licence (Strategic Commodities)	IL60000001
Export Licence (TID 502)	Export Licence (Strategic Commodities)	EL65000001
Import Licence	Import Licence (Strategic Commodities) (Approval-in-Principle Arrangement)	BI07000001
Export Licence	Export Licence (Strategic Commodities) (Approval-in-Principle Arrangement)	BE07000001

C. Formats for goods not required to be covered by licence /supporting documents

- (a) Leaving the field blank, or
- (b) Entering “Nil”, “N.A.” or “.” as field value

* The sample document numbers shown in this column are for reference on the format only. Carriers should refer to the actual number assigned on the document when completing the manifest.

(Please produce on company letterhead)

Date : 5 Oct 15

To : Trade and Industry Department,
Manifest Checking Unit,
Rm 1604, 16/F, Trade and Industry Tower,
3 Concorde Road, Kowloon City, Hong Kong

Delivery of Licences / Required Documents

I hereby certify that the attached* :

- licences
- required documents _____

are delivered in respect of the following shipment :

Name of ~~Vessel~~/Flight No./Wagon No.# : AB123
Voyage No. for Vessel : _____
Date of ~~Arrival~~/Departure# : 5 Oct 15

The manifest in respect of the above shipment was delivered through electronic means on
5 Oct 15 under UMR:

5	M	0	5	A	O	K	J	1	3	E	Q	B	4
---	---	---	---	---	---	---	---	---	---	---	---	---	---

.

I also confirm that* :

- This is my first delivery of licences / required documents# in respect of the above shipment.
- I have delivered licences/ required documents# in relation to the above shipment before. My previous correspondence was dated 1 Oct 15 with ref. UMR 5M67AIBC89EDF6 (if available).

Name of Company : AAA Cargo Service Ltd
Signature of Authorized Official : _____
Name of Authorized Official in Block Letters : Peter Chan
Position of Authorized Official : Cargo Service Officer
(Please apply company chop)

Explanatory Notes

- * Please tick where appropriate
- # Please delete where appropriate

This form should be signed by the director of the corporation or other person authorized to sign on his/ her behalf.

House Level Data Elements (Published in IATA Tact Rules Section 7.3) and Inputting Criteria

	House Level Data Elements	Designed System Limits			Example of “Not Allow” words or phrases	Example of “Allow” words or phrases
		Hactl	AAT	Traxon		
1	HAWB no.	Max. 18 alphanumeric characters			N.A.	N.A.
2	Piece	Max. 5 numeric	Max. 4 numeric	Max. 5 numeric	N.A.	N.A.
3	Weight in kg.	Max. 9 numeric including decimal point			N.A.	N.A.
4	Nature of goods	Max. 69 alphanumeric characters	Max. 15 alphanumeric characters	Max. 15 alphanumeric characters	No specific description, general merchandise e.g. Details as per attached sheet	More specific description must be used, e.g. Footwear, Telephones, Leather Handbags
5	Origin	3 alphabets			Non-IATA port code e.g. VSS	IATA port code must be used
6	Destination	3 alphabets			Non-IATA port code e.g. VSS	IATA port code must be used

	House Level Data Elements	Designed System Limits			Example of "Not Allow" words or phrases	Example of "Allow" words or phrases
		Hactl	AAT	Traxon		
7	Shipper name & address	<ul style="list-style-type: none"> - Total 6 fields - 3 fields for Name & Address, max. 35 alphanumeric characters for each line - City: max. 35 alphanumeric characters - Postcode: max. 10 alphanumeric characters - Country Code: 2 characters 	<ul style="list-style-type: none"> - 5 lines and max. 35 alphanumeric characters for each line 	<ul style="list-style-type: none"> - Total 5 fields - 2 fields for Name & Address, max. 35 alphanumeric characters for each line - City: max. 35 alphanumeric characters - Postcode: max. 9 alphanumeric characters - Country Code: 2 characters 	Incomplete or non-contactable address e.g. <ul style="list-style-type: none"> - ABC Harness Enterprise Co., Ltd. Hong Kong 	Full address or contactable address should be used e.g. <ul style="list-style-type: none"> - ABC Harness Enterprise Co., Ltd. 308, 30/F, Kai Sing Tower, 191 Java Rd, North Point, Hong Kong
8	Consignee name & address	Ditto	Ditto	Ditto	Incomplete or non-contactable address e.g. <ul style="list-style-type: none"> - Marilyn Moore Studio Ltd Mortlake London. 	Full address or contactable address should be used e.g. <ul style="list-style-type: none"> - Marilyn Moore Studio Ltd 34 First Avenue Mortlake London SW 14 8SR, U.K.
9	Import or export licence no. if applicable	<ul style="list-style-type: none"> - Licence no.: max. 9 - max. 20 characters each 	<ul style="list-style-type: none"> - Licence no.: max. 15 - max. 16 characters each 	<ul style="list-style-type: none"> - Licence no.: max. 9 - max. 16 characters each 	E/LHKES3-X301545	HKES3-X301545

Source: With the compliments of the Carrier Liaison Group (CLG) and the Hongkong Association of Freight Forwarding and Logistics Ltd (HAFFA).

香港海關
貨櫃碼頭南路六十三號
葵涌海關大樓九樓



**HONG KONG
CUSTOMS & EXCISE
DEPARTMENT**
CARGO RESEARCH
DIVISION
9/F, Kwai Chung Customhouse,
63 Container Port Road South,
Kwai Chung, NT, HK.

傳真文件 / By Fax

本署檔案 / Our Ref :
扣留通知書編號 / D/N No. :
本署電話 / Our Tel :
圖文傳真 / Our Fax :

操作經理 / The Operations Manager

先生/女士 :
Dear Sir / Madam:

向海關提交進口貨物艙單 / Furnishing of Import Cargo Manifests to Customs

船隻名稱 / Vessel :

(航次 / Voyage No : /

抵港日期 / Date of Arrival :)

海關已選定上述船隻作船上付運貨物檢查，特此通知。

I would like to inform that the captioned vessel is selected for customs verification on the cargo consignments loaded thereon.

因此，請你就船上所有進口及轉運的貨物和空載貨櫃/貨卡(如有)準備一份準確齊備的進口貨物艙單交予海關。如以紙張形式提交貨物艙單，請交予信頭所示的地址。

In this connection, I should be grateful if you would furnish an accurate and complete set of import cargo manifests covering all import and transshipment consignments together with empty containers (if any), to our office on the 9th Floor, Kwai Chung Customhouse, 63 Container Port Road South, Kwai Chung, NT.

如遞交貨物艙單後資料有所更改，請儘快提供更新的貨物艙單。若你儘早向海關提交準確齊備的進口貨物艙單，定會有助加快付運貨物的清關程序，謹請合作。

Should there be any amendment on the manifests after manifest submission, please furnish us with the updated version as soon as possible. Your early lodgement of the full and accurate set of import cargo manifests will assist in expediting clearance of cargo consignments on board the subject vessel.

備註 / Remarks :

發件人 / Issued by
日期 / Date
時間 / Time

FORM 1

表格 1

IMPORT AND EXPORT ORDINANCE

進出口條例
(Chapter 60)
(第 60 章)

Notice given by a member of the Customs and Excise Service prohibiting the removal of articles
for the purpose of establishing the identity of the consignee of the articles

海關人員為確定物品收貨人的身分而發出的
禁止移離物品通知書

Serial No.:

編號

To:

致

(Owner of Vessel/Aircraft/Vehicle) (船隻/飛機/車輛的擁有人)

Notice is hereby given under section 20A of the Import and Export Ordinance (Chapter 60) that you are prohibited
from removing or permitting the removal of the article(s) described as follows:-

現根據<<進出口條例>> (第 60 章)第 20A 條發出通知書, 禁止你將下列所述的物品從下述的船隻/飛機/車輛移離或
准許將之移離:-

Description and Quantity

物品說明及數量

Identification Mark

識別標記

Vessel/Flight No./Vehicle No.

船隻/航機編號/車輛編號

Voyage No.

航次編號

Wagon No. (if any)

車卡編號(如有的話)

Container No. (if any)

貨櫃編號(如有的話)

Date of Arrival

抵達日期

Port of Loading

裝貨港

Remarks

備註

Bill of Lading/Air Waybill/Delivery Order No.

提單/空運提單/出貨單編號

House Ref. No.

運輸公司紙編號

from the said vessel/aircraft/vehicle except to the place designated by you, namely
但將上述物品移離至你所指定的地方，即

for examination, You and the occupier thereof, namely
以便接受查驗 你和該處所的佔用人，即

and where such article(s) is/are to be stored in the said designated place, you and the occupier thereof, namely
則屬例外，而當該(等)物品貯存於該指定地方時，你和該指定地方的佔用人，即

are prohibited from removing or permitting the removal of such article(s) from the said designated place save in
accordance with permission therefor granted.

不得將該(等)物品從該指定地方移離或准許將之移離；除非已為此而獲批予准許，則屬例外。

Issued by 簽發人員姓名	_____	Officer's Rank 有關人員職級	_____
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Date / Time 日期 / 時間	_____	Telephone No 電話號碼	_____
------------------------	-------	----------------------	-------

Copy of this notice given to:

本通知書副本發給: _____
(Occupier of the storage place) (貯存地方的佔用人)

on _____
(date) / 發給日期 (time) / 時間

Note: (1) It shall be the duty of the person upon whom this notice is served and the occupier of the storage place if it is served on him, at any time prior to the grant of permission to remove or permit the removal of the article(s), upon obtaining information as to the identity or particulars of the consignee of the article to which the notice relates, being information not previously supplied by such person to the officer giving the notice, to supply such information to the officer specified in the notice. It is a criminal offence not to supply such information.

附註: (1) 獲送達本通知書的人和貯存地方的佔用人(如獲送達本通知書), 在獲批予准許以移離或以容許移離該(等)物品之前的任何時間, 一旦獲悉與本通知書有關的物品收貨人身份或詳情的資料(而這些資料是該等人士以前從未向發出通知書的人員提供的), 則他們有責任向通知書所指明的人員提供該等資料。如不提供該等資料, 即犯刑事罪行。

(2) It is a criminal offence

(a) to fail to comply with this notice;

(b) where the notice is served on the occupier of any storage place for him to remove or permit the removal of article without the permission of the officer giving this notice.

The maximum penalty is \$10,000 and 6 months' imprisonment.

(2) 如有下列情形，即屬犯罪---

(a) 沒有遵從本通知書的規定;

(b) 獲送達本通知書的任何貯存地方的佔用人, 在沒有發出本通知書的人員的准許下移離或准許移離該物品。

最高刑罰為罰款\$10,000 及監禁 6 個月。

FORM 2

表格 2

IMPORT AND EXPORT ORDINANCE

進出口條例

(Chapter 60)

(第 60 章)

Notice given by a member of the Customs and Excise Service or an authorized officer
requiring the removal of articles to specified premises for examination

海關人員或授權人員着令將物品移離至
指明處所以接受查驗的通知書

Serial No.:

編號

To:

致

(Consignee of the article(s)/Owner of Vessel/Aircraft/Vehicle)

(物品收貨人/船隻擁有人/飛機擁有人/車輛擁有人)

1. Notice is hereby given under section 20B of the Import and Export: Ordinance (Chapter 60) that you are
required to remove the article(s) described as follows,

1. 現根據<<進出口條例>> (第 60 章)第 20B 條發出通知書: 着令你將下列所述的物品從下述的船隻/飛機/車輛移離
至你所指定的處所,

Description and Quantity

物品說明及數量

Identification Mark

識別標記

Vessel/Flight No./Vehicle No.

船隻/航機編號/車輛編號*

Voyage No.

航次編號

Wagon No. (if any)

車卡編號(如有的話)

Container No. (if any)

貨櫃編號(如有的話)

Date of Arrival

抵達日期

Port of Loading

裝貨港

Remarks

備註

Bill of Lading/Air Waybill/Delivery Order No.

提單/空運提單/出貨單編號

House Ref. No.

運輸公司戳紙編號

from the said vessel/aircraft/vehicle to the premises nominated by you, namely,
即

for examination, You and the occupier thereof, namely
以便接受查驗 你和該處所的佔用人, 即

are prohibited from removing or permitting the removal of such article(s) from the said nominated premises until the article(s) has/ have* been examined by an officer/ or* such examination is declared unnecessary by an officer.
,不得將該(等)物品從上述指定處所移離或准許將之移離, 直至該(等)物品經已由有關人員查驗/或經已由有關人員宣布為無須接受查驗為止。

2. It is a condition of this notice that the article(s) shall at times until it is/ they are examined by an officer under section 20 of the said Ordinance be guarded by an officer
2. 本通知書訂明條件,規定該(等)物品在有關人員根據上述條例第 20 條查驗之前, 須一直由有關人員看守。

Issued by 簽發人員姓名	_____	Officer's Rank 有關人員職級	_____
Date / Time 日期 / 時間	_____	Telephone No 電話號碼	_____

Copy of this notice given to:

本通知書副本發給:

_____ (Occupier of the storage place) (貯存地方的佔用人)

on

_____ (date) / 發給日期 (time) / 時間

Note: (1) It is the duty of the person in control of the premises specified in this notice to permit an officer to have access to, and to examine the article(s).

附註: (1) 控制本通知書所指明處所的人, 有責任准許有關人員接觸和查驗該(等)物品。

(2) If paragraph 2 is applicable an officer may at any time enter upon the premises specified in this notice and take such measures as are reasonably necessary to protect the article(s) described in this notice from interference until the completion of examination.

(2) 如第 2 段適用, 任何有關人員可隨時進入本通知書所指明的處所, 並採取合理需要措施, 以防本通知書所述的物品受到干擾, 直至完成查驗為止。

(3) It is an offence---

(a) to fail to comply with this notice;

(b) for the consignee of the article(s) or the owner of the vessel, aircraft or vehicle, as the case may be and, where this notice is served on the occupier of any storage place, for that occupier, to remove or permit the removal of article(s) from the place specified in this notice until the article(s) is/ are examined or an officer has informed such consignee, owner or occupier an examination is unnecessary.

The maximum penalty is \$10,000 and 6 months' imprisonment.

(3) 如有下列情形, 即屬犯罪---

(a) 沒有遵從本通知書的規定;

(b) 該(等)物品的收貨人或該船隻、飛機或車輛的擁有人(視屬何情況而定), 以及(如本通知書已送達貯存地方的佔用人)該貯存地方的佔用人, 在該(等)物品未查驗之前, 或在該收貨人或擁有人或佔用人未獲有關人員通知該(等)物品無須接受查驗之前, 將該(等)物品從本通知書所指明的地方移離或准許將之移離。

最高刑罰為罰款\$10,000 及監禁 6 個月。

CUSTOMS & EXCISE SERVICE

香港海關

RELEASE VOUCHER

放行紙

Serial No.:

編號 _____

To:

致

(Owner of Vessel/Aircraft/Vehicle/Consignee of the articles/ Container Terminal/Godown)

(船隻擁有人/飛機擁有人/車輛擁有人/物品收貨人/貨櫃碼頭/貨倉)

Re: Detention Notice, Form () , No.

扣留紙表格() , 號碼 _____

Total Release全部放行 / Partial Release部份放行

Please arrange to release the under mentioned goods/container(s) for Customs actions/without Customs action.
請安排放行下列貨物/貨櫃以供海關處理/毋須海關處理。

Name of Vessel / Trip ID :

船名/ 火車班次 _____

Voyage No. :

車卡編號 _____

Date of Arrival :

抵港日期 _____

Bill of Lading No. :

落貨紙號碼 _____

Container No./ Seal No. :

貨櫃號碼/封條號碼 _____

Description/Quantity (As manifested) :

貨品名稱/數量(於載貨清單所列) _____

Remarks :

備註 _____

Rank/Name :

職級/姓名 _____

Division :

組別 _____

Date/ Time :

日期/ 時間 _____

The mode "River" transport covers:

Waters in the vicinity of Hong Kong refer to waters within the following boundaries –

- (i) to the East, meridian 114°30' East;
- (ii) to the South, parallel 22°09' North; and
- (iii) to the West, meridian 113°31' East.

Major ports within the river trade limits include (Please note that this list is not exhaustive):

GUANGDONG PROVINCE

Dongguan City	: Dongguan, Humen, Shatian, Shajiao
Foshan City	: Foshan, Gaoming, Lanshi, Sanshui/Xinan
Guangzhou City	: Guangzhou, Huangpu, Dongjiangkou, Xintang, Huadu
Heyuan City	: Heyuan, Longchuan
Huizhou City	: Boluo, Honghai
Jiangmen City	: Enping, Gaohe/Heshan, Jiangmen, Kaiping, Shuikou, Taishan
Nanhai City	: Beichuan, Jiujiang, Pingzhou, Sanshan
Panyu City	: Lianhuashan, Shiqiao/Panyu, Nansha, Xiaohudao
Qingyuan City	: Lianxian, Qingyuan, Yangshan, Yingde
Shaoguan City	: Lechang, Nanxiong, Qujiang, Shaoguan, Shixing, Xinfeng
Shenzhen City	: Chiwan, Dongjiaotou, Mawan, Shekou, Yantian, Xiaomeisha
Shunde City	: Rongqi, Beijiao, Shunde, Leliu
Xinhui City	: Hekou, Xinhui
Yunfu City	: Liudu, Yunfu, Luoding, Xinxing, Yunan
Zhaoqing City	: Deqing, Fengkai, Gaoyao, Guangning/Nanjie, Huaiji, Sihui, Zhaoqing
Zhongshan City	: Xiaolan, Zhongshan/Shiqi
Zhuhai City	: Doumen/Jingan, Jiuzhou, Zhuhai/Xiangzhou, Tanjia Bay, some outlying islands within Zhuhai City e.g. Niutou Islands, Zhongxinzhou

GUANGXI AUTONOMOUS REGION

Cangwu, Guiping, Guigang, Nanning, Tengxian, Wuzhou, Zhaoping

OTHERS

Macao

Remarks : The following ports are outside river trade limits i.e. ocean ports : Huidong and Aotou of Huizhou City, some outlying islands within Zhuhai City e.g. Zhizhu Islands, Erzhou Island, Sanmen Island, Guishan Island, Wailingding Island, Dahengqin Island.