

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
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HONG KONG

Our Ref. : L/M to CIB 89/10/10

4 July 2006

By Computer Fax

Dear Shippers,

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

We refer to our letter last year to all shippers, appealing to the industry's support and assistance in ensuring the completeness and quality of cargo data provided at source. As you may be aware, after the completion of the legislative procedure to end the transitional period, the Government accepts only the electronic submission of manifests by ocean and river carriers from 16 June 2006 onwards.

Under the Import and Export Ordinance (Cap 60), it is the legal responsibilities of carriers (or shipping companies in the present context) to submit electronic cargo manifests to the Government in accordance with the manner as prescribed under the relevant laws. However, when preparing data input for the electronic manifests, some shipping companies have advised that they still receive from shippers and freight forwarders acting for shippers lengthy goods descriptions and some irrelevant cargo data through the shipping documents¹. In such cases, shipping companies have difficulty in extracting the relevant cargo data for inputting into the EMAN system. This is undesirable because the transmission of any incomplete or unstructured cargo data to the EMAN system would lead to a higher chance of Government's queries of the carriers concerned. We envisage that this will generate additional work for not only the Government departments concerned, but also the carriers concerned, and possibly other stakeholders in the supply chain of cargoes.

¹ which form in turn the basis of the bills of lading and manifests prepared by shipping companies.

You would appreciate that the smoothness of electronic manifest submission hinges on the cooperation of all the parties concerned. And the completeness and quality of cargo data provided at source by shippers play an important part in ensuring the integrity of the flow of cargo data in the supply chain. Hence, the Government would like to renew our appeal for your support to provide goods descriptions, using one of the options as set out in our previous letter, in preparing your shipping documents to your freight forwarder/carrier. For your ease of reference, we recapitulate the options of goods descriptions as follows –

- (a) provide the same goods description you have provided or will provide in the government licence/notification/permit (if one is required) or trade 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.

(Note: Options (b) and (c) are only for reporting goods descriptions in a manifest. When applying for a government licence/notification/permit or lodging a trade declaration, you should continue to provide goods description in greater detail as required for those documents.)

If you have imported/exported goods by air or by rail, 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.

Should you have any enquiries on this letter, please send us an email via gets@citb.gov.hk. A copy of this letter can also be downloaded from www.gets.gov.hk.

Yours faithfully,



(Roger Ng)

for Secretary for Commerce, Industry and Technology

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